

PRIVACY NOTICE for pupils in schools, alternative provision, Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **St Monica Primary School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous setting / education provider and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
 - In order to facilitate this, we may share information with the software supplier to set up the systems needed for pupils and parent/carers to access
 - When your child applies for further education or training, the school / LA may forward information to colleges and providers in order to aid your child's transition into further education or training
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well you as an Education Provider is doing.
- Under the duty of the Children's Act 2004 to co-operate with LA and external partners to improve the well-being of children.
- Under the Children's Act 1989 Section 17, we may have to share information to support and protect children with the Local Authority and external partners.

This information includes your contact details, national curriculum assessment results, attendance and progress information, and personal characteristics such as your ethnic group, any special educational needs and relevant medical information as per the form you completed on your child's admission to the early years setting / school and the education records.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

The Local Authority has a duty under the Children's Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their areas.

We are required by law to pass some information about you to the Department for Education (DfE) and in turn this will be available for the use of the Local Authority. Information may also be required to send to the Local Authority direct through local frameworks such as data sharing agreements.

If you want to receive a copy of the information about you that we hold or share, please contact **the School Office**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- www.youngsouthampton.org/privacynotice.aspx and
- <http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- **Solicitor for Education:** Legal Services, Southampton City Council, Ground Floor, Civic Centre, SO14 7LY
- **Public Communications Unit:** Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Website: www.education.gov.uk
Email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288