

Altrincham C E Aided Primary School

Privacy Notice

Information about pupils and children in early years settings

Privacy Notice - Data Protection Act 1998

We Altrincham CE Aided 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 school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Support you in your transition to another school / setting
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs, free school meal eligibility and any relevant medical information.

However, your parent can ask that no information beyond names, address and your date of birth be passed to the providers. If as a parent, you wish to opt-out and do not want providers to receive from our school, information beyond name, address and date of birth, then please contact the school administrator: Helen Dunn.

4. In addition, local authorities and providers must comply with the Data Protection Act, applying the normal data protection principles that relate to processing personal data.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to or as envisaged by this privacy notice

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). This sharing of information also applies to agencies that are prescribed in law, such as, Ofsted, the Education Funding Agency (EFA), the Department of Health (DoH) and Skills Funding Agency that require access to data for the Learner Records Service. All these agencies are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

If you want to see a copy of the information about you that we hold and/or share, please contact Helen Dunn.

How the Local Authority (LA) and Department for Education (DfE) use your information

The DfE may share pupil level personal data with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Appendix 1 – Personal Information that may be shared with local Information, Advice and Guidance Services.

- Full name (surname and forename),
- Unique Pupil Number (UPN),
- Date of Birth,
- Address including Postcode,
- Telephone number,
- E-mail address,
- Establishment/school name,
- Programme and level of study,
- Start and Leave date
- Destination
- Looked after child status
- Pupil premium status
- Special Education Need status
- Free School Meal eligibility