

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

## Privacy Notice - Data Protection Act 1998

We (**enter name of school / academy / establishment**) 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;
  - In order to facilitate this, we may share information with the software supplier to set up the systems needed for pupil and parent/carers to access
  - If your child applies for further education, the school / LA may forward information to colleges in order to aid your child's transition into further education.
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school 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.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> 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 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(s) of the Local Authority.

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

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:

- <http://www.youngsouthampton.org/privacynotice.asp> 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/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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, 4-8 Millbrook Road East, Southampton SO15 1YG
- **Public Communications Unit:** Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  
Website: <http://www.education.gov.uk/> Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Telephone: 0370 000 2288

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.