

Summerville Primary School – An Academy School
achieving through care, challenge and creativity

Privacy Notice
Non Statutory



Privacy Notice

Date of Approval: November 2016	
This policy will be reviewed by the LPP Committee every 3 years	
Date for Review: November 2019	
Signature <i>C. Hirstidge</i>	Date
Head Teacher	
Signature	Date
Chair of Governors	

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Information about pupils in *Primary Schools*, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use pupil information

We, Summencroft Primary – An Academy School, are a data controller for the purposes of the Data Protection Act. We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

The DfE may also share pupil level personal data that we supply to them, 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 DfE releases this 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>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

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- our local authority at <http://www.hertsdirect.org/services/edlearn/privsch/or>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>