

# Endon Hall Primary School

'Learning Together and having fun'



## PRIVACY NOTICE

for

**Pupils in Schools, Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings**

**Academic Year 2017 - 2018**

### **Data Protection Act 1998 - How we use pupil information**

We, Endon Hall Primary School, collect and hold personal information relating to our pupils and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE).

We hold this personal data and use it to:

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

This information includes 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 parent/carer consent unless the law and our policies allow us to do so.**

We are required by law to pass certain information about our pupils to the 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 the 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.

Additional organisations that we are most likely to share personal data with are:

- Entrust
- The NHS
- Ofsted
- Examining Bodies

Where appropriate, we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual pupils changing school (or address) to ensure continuity of health care.

If you want to see a copy of the information about you that we hold and/or share, please make this request in writing, to the school.

A copy of this policy is available on our website.

This policy should be read in conjunction with our information on 'Organisations with which we share data'. A copy of this policy is also available on our website.

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

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/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:

- School Information Governance Officer  
Staffordshire Place 2  
Tipping Street  
Stafford  
ST16 2DH  
e-mail: [foi@staffordshire.gov.uk](mailto:foi@staffordshire.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288