PRIVACY NOTICE for pupils in primary schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We Bridekirk Dovenby CE 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, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information[1] and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Third Party organisations

What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons:

- Education, training, careers and examining bodies;
- School staff and boards;
- Family, associates and representatives of the person whose personal data we are processing;
- Local and central government;
- Healthcare professionals;
- Social and welfare organisations;
- Police forces;
- Courts;
- Current, past or prospective employers;
- Voluntary and charitable organisations;
- Business associates and other professional advisors;
- Suppliers and service providers;
- Financial organisations;
- Security organisations;
- Press and the media.

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

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Julia Fish, Headteacher.

[1] Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

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If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/schools/privacynotice.asp
and
http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you cannot access these websites, please contact the LA or DfE as follows:

- Business Systems and Information Management Team
  Children's Services
  5 Portland Square
  Carlisle
  CA1 1PU
  website: www.cumbria.gov.uk/childrensservices
  email: shaun.smith@cumbriacc.gov.uk
  tel: 01228 226860

- Public Communications Unit
  Department for Education
  Sanctuary Buildings
  Great Smith Street
  London
  SW1P 3BT
  Website: www.education.gov.uk
  Email: http://www.education.gov.uk/help/contactus
  Telephone: 0370 000 2288