



Heronswood Primary School and Pre-School

Privacy Notice - How we use Pupil Information

We **Heronswood Primary School and Pre-School** are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and we may also receive information about them from their previous school, local authority, Department for Education and the Learning Records Service.

We hold and use this personal data to:

- Support our pupils' learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care;
- Assess how well our school is doing, and
- Support a Young Person in their transition to other schools

Information about you that we hold includes your contact details (including the name and address of your parents/carers), national curriculum assessment results, attendance information, any exclusions information, and personal characteristics such as your ethnic group, any special educational needs you may have and any relevant medical information.

We will not give information about you or your parent/carers to anyone outside the school without your consent unless the law and our rules allow us to.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

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:

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

If you want to see a copy of the information about we hold and/or share, please contact Mrs Howles in the school office.