

## **Privacy Notices: Information about pupils in schools, alternative provision, Pupil referral units and children in Early Year's settings**

### **Data Protection Act 1998: How we use your information**

We process personal information relating to our pupils and may receive information about them from their previous school, 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

Information about our pupils that we hold 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.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Staffordshire County Council by informing the school office. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.staffordshire.gov.uk/Homepage.aspx>

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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

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. Information may also be passed on to Entrust, Ofsted and School Photographers.

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.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the school office.

### **FURTHER INFORMATION**

#### **Teachers2Parents**

In school we use an email facility in conjunction with a texting service, this facility enables us to send newsletters, letters etc directly to parents, the texting services enables us to send text messages to your mobile phone, this could include reminding you about a special event, trip, emergency school closures, club cancellations etc. We would like to reassure you that Teachers2Parents is registered with Data Protection Register and guarantees that all information supplied will be kept private. This service does not incur any costs to the parents and is paid for by the school.