

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We, Clarborough Primary School are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from your previous school and the Learning Records Service.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Give the best possible service;
- Provide statutory services (e.g. assessment for free school meals eligibility);
- Safeguard Children and Young People from harm;
- Assess how well schools are doing.

What information is collected?

Information about you that we hold includes contact details, national curriculum assessment results, exclusions information, attendance information¹ and personal characteristics such as ethnic group, special educational needs and any 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 / your child have undertaken. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

Once a child is aged 13 or over we are required to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of all pupils and their parents (and date of birth) and any further information relevant to the support services' role (e.g. school name, ethnicity and gender). However, until a child is aged 16 or older, their parent(s) can ask that no information beyond a child's name, address and date of birth (and parent's name and address) be passed on to the youth services provider. This right transfers to the child on their 16th birthday. Please inform the school office at Clarborough Primary School, if you wish to opt-out of this arrangement.

More information about the support available for children and young people can be found via:

<https://www.gov.uk/topic/schools-colleges-childrens-services/support-for-children-young-people>

Who may my / my family's information be shared with?

We will not give information about you or your family to anyone outside the school without your consent unless the law and our rules 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).

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.

¹ Attendance information is NOT collected as part of the Censuses for the Department for Education for the following pupils/children – a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years settings.

² A duty is what defines the schools or authorities responsibilities in law

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>

Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT);
- Police forces;
- Provider of youth support services in your area;
- Other local authorities if you live in their area;
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:

- <http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

Nottinghamshire County Council	Department for Education
Information and Systems Team Quality and Improvement Group Children, Families and Cultural Services Nottinghamshire County Council County Hall, West Bridgford Nottingham, NG2 7QP Email: data.management@nottscc.gov.uk	Ministerial and Public Communications Division Department for Education Piccadilly Gate, Store Street, Manchester, M1 2WD Website: www.education.gov.uk Email: http://education.gov.uk/help/contactus Telephone: 0370 000 2288

Can I see the information held about me and my family?

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact the school office at Claborough Primary School. If you suspect that you or your family's information is incorrect you have a right to request that the data is amended.

For independent advice about data protection, privacy and information sharing issues you can contact:
The Information Commissioner 0303 123 1113 <http://www.ico.org.uk>

1. Attendance is not collected for pupils under 4 at Early Years Settings or Maintained Schools
2. A duty is what defines the schools or authorities responsibilities in law