

## SCHOOL PRIVACY NOTICE

(to be distributed to all parents, carers or young people)

### 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, **(Name of 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 your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

### 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 some of your / your child's information to Nottinghamshire County Council and the Department for Education (DfE). 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<sup>2</sup> 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.

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<sup>1</sup> 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. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

<sup>2</sup> A duty is what defines the schools or authorities responsibilities in law

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/>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

<b>Nottinghamshire County Council</b>	<b>Department for Education</b>
Systems & Information Team Children, Families & Cultural Services Nottinghamshire County Council County Hall, West Bridgford, Nottingham, NG2 7QP Email: <a href="mailto:data.management@nottscc.gov.uk">data.management@nottscc.gov.uk</a>	Public Communications Unit Department for Education Sanctuary Buildings, Great Smith Street London, SW1P 3BT Website: <a href="http://www.gov.uk">www.gov.uk</a> Email: <a href="http://www.education.gov.uk/help/contactus">http://www.education.gov.uk/help/contactus</a> Telephone: 0370 000 2288

Once you are aged 13 or over, we are required by law to pass on certain information to providers 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 names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell **(Insert name of School Administrator)** if you wish to opt out of this arrangement. Unless you specify you are withholding consent the information will be transferred. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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

#### **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 **(Insert name of School Administrator), (Name of school)**.

#### **What can I do if the information held is incorrect?**

If you suspect that you or your family's information is out of date or incorrect you have a right to request that the data is amended. To do so please contact **(Insert name of School Administrator), (Name of school)**.

#### **Want to know more?**

If you have any further questions about information sharing within Nottinghamshire schools or Nottinghamshire County Council please contact:

Systems & Information Team  
Children, Families & Cultural Services  
Nottinghamshire County Council  
County Hall, West Bridgford,  
Nottingham, NG2 7QP  
Email: [data.management@nottscc.gov.uk](mailto:data.management@nottscc.gov.uk)

For independent advice about data protection, privacy and information sharing issues you can contact:

The Information Commissioner  
08456 30 60 60 <http://www.ico.gov.uk>