



PRIVACY NOTICE

for

***Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings***

Privacy Notice - Data Protection Act 1998: How we use pupil information

We St Edmund's Girls; School are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We hold this personal data and use it to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information 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. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

St Edmund's Girls' School may share personal information with Post-16 providers to support successful transitions and to ensure that all young people are offered appropriate learning and training opportunities.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the Student Officer at St Edmund's Girls' School.

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the 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 want to see a copy of the information about you that we hold and/or share, please contact the Student Officer at St Edmund's Girls' School.

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

http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#Data_protection_further_info-Anchor-Privacy_Notices and

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Pip Rabbitts
Data and Information Sharing
Manager
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN
email: pip.rabbitts@wiltshire.gov.uk
Telephone: 01225 713091
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288