

Finstall First School

Privacy Notice:

Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use your information

In line with section 114 of the Education Act 2005, section 537A of the Education Act 1996, and section 83 of the Children Act 1989, the school holds the right to process personal data relating to pupils at Finstall First School and their families, and may also receive information regarding them from their previous school, LA and/or the DfE.

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- provide statutory services, e.g. assessment for free school meals eligibility.
- protect and safeguard our pupils.
- assess the quality of our services
- comply with the law regarding data sharing

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.

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

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact:

- The School Secretary in the School Office (01527 872938)

It should be noted that, if someone has a concern regarding the way in which the school is handling data, this concern should initially be raised with the school and we will strive to resolve this issue. Concerns can include those in relation to the security, accuracy or retention period of information, what information has been collected and what information has been disclosed.

If the school is unable to resolve the problem, anyone whose information is being processed has the right to raise the concern with the Information Commissioner's Office (ICO at <https://ico.org.uk/concerns/>)

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

Our LA uses personal information about pupils to whom it provides its services, in order to carry out its statutory functions; this may include a SEND assessment, assessment for free school meals eligibility, the admissions process, or to provide information for support services. The LA also uses personal information to derive statistics which inform future decisions and assessments of the performance of the school.

The LA may also share information with other organisations where appropriate, and in accordance with the Data Protection Act 1998; this includes, but is not limited to, the following:

- Primary care trusts
- The police
- Providers of youth support services in the area
- Other LAs
- FE institutions

The DfE may also share pupils' personal data supplied to them with third parties, though this will only occur where it is a legal requirement and in compliance with the Data Protection Act 1998. Decisions regarding whether the DfE releases this personal data to third parties are subject to a robust approval process, and are based on a detailed assessment of the person who is requesting the data, why it is required, the level and sensitivity of data requested, and the arrangements in place for storing the data. To gain access to pupil level personal data, requestors must comply with the terms and conditions surrounding the confidentiality and handling of data, security arrangements, and retention and use of 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>

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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/> and search for privacy notice; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (English)

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস লিংক) কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' (Bengali)

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link，電話是01905 25121 (Cantonese)

'Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu w własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121' (Polish)

'Se necessitar de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121' (Portuguese)

'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' (Spanish)

Bu dokümanõ kendi dilinizde anlamak için yardım isterseniz Ethnic Access Link ile temasa geçiniz Tel: 01905 25121' (Turkish)

Ethnic Access Link (ایٹھنک ایکسس لنک) سے رابطہ کریں۔ ٹیلی فون: 01905 25121 (Urdu) 'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم