

PRIVACY NOTICE

Pupils in Schools, Academies, Alternative Provision, Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Laira Green Primary School** are the data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your 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 by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you 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 information to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact **Mrs Marie Bryan**.

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:

Local Authority:

<http://www.plymouth.gov.uk/homepage/education/schools/schoolprivacynotice.htm>

<http://www.plymouth.gov.uk/homepage/staffroom/schoolroom/usefuldocuments/modelpolicies.htm>

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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.

DfE

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

LA

Policy, Performance and Partnerships Team
Floor 1, Civic Centre
Chief Exec's Department
Plymouth City Council
Plymouth
Devon
PL1 2AA

Website: www.plymouth.gov.uk

Email: PPP@plymouth.gov.uk

Tel: 01752 398330

Careers South West

Once you are aged 13 or over we are required by law to pass on certain information to providers of youth support services for young people aged 13 to 19. In your area this service is provided by Careers South West. We must provide both your and your parents(s) name and address, and any further information relevant to the CSW's role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to CSW.

Please inform **Mrs Marie Bryan** if you wish to opt-out of this arrangement. For more information about CSW please go to the LA website shown above.