

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We (**Name of 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 (LA) and the Department for Education (DfE).

The LA has a duty to co-operate with partners to deliver services for Children. From time to time the LA is required to pass on some of this data to the Young People's Learning Agency, Connexions, the police, Primary Care Trust and health agencies along with other organisations where we have a statutory duty to share information. Also, where appropriate and with regard to all relevant legislation we will share information with external organisations who are contracted to provide specific services. All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

If you want to see a copy of the information we hold and share about you then please contact **(Insert name of School Administrator, school address and school web address)**.

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.lewisham.gov.uk/EducationAndLearning/Schools/ExamsTermDates/PersonalInformationSchools.htm> ² and

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

² Local Authority to provide link to their website with info on uses they make of data and any other organisations they share data with such as Connexions. Ideally they should also provide an address where parents without internet access can write for information.

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

- Information Governance Manager, **London Borough of Lewisham**
Information Governance
London Borough of Lewisham
Main Room, 2nd Floor Town Hall
Catford
SE6 4RU

Email: data.protection@lewisham.gov.uk
Telephone 020 8314 9928
Fax 020 8314 3429

- website: <http://www.lewisham.gov.uk/ContactUs/Contacts/DataProtectionAct.htm>
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform **(Insert name of School Administrator)** if you wish to opt-out of this arrangement. For more information about Connexions please go to the LA website shown above.