

## Privacy Notice

For

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

#### **Privacy Notice - Data Protection Act 1998**

We **Birkby Infant and Nursery 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.

Information that we hold about you 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 any 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.

#### **In addition for Secondary and Middle deemed Secondary Schools**

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 you 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.

However, if you are over 16, you (or your 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 16<sup>th</sup> birthday. Please tell school if you wish to opt out of this arrangement. 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 outside the school without your consent unless the law and our rules allow us to.**

**(For Non Academy use only)** We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE). Further information may be passed to the LA only, in line with data sharing agreements.

**(For Academy and Free School use only)** We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE) and, in turn, will be available for the use of the Local Authority (LA). Further information may be passed to the LA only, in line with data sharing agreements.

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<sup>1</sup> Attendance information is not collected for pupils under the age of five

If you want to receive a copy of the information about you that we hold or share, please contact the school office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.kirklees.gov.uk/community/education-learning/PrivacyNotice-Additional.pdf>

or

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

If you cannot access these websites, please contact the LA or DfE as follows:

Kirklees Council, Information Access Officer

Email: [data.protection@kirklees.gov.uk](mailto:data.protection@kirklees.gov.uk)

Telephone: 01484 221000

Public Communications Unit,

Department for Education

Sanctuary Buildings,

Great Smith Street,

London,

SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0370 000 2288