



Windsor Park CE Middle School

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2017 – 2018 Privacy Notice

Data Protection Act 1998: How we use pupil information

We, Windsor Park CE Middle 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 of Education (DfE). We use this personal data 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.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

*Once our pupils reach the age of 13, the law requires us to pass on certain information to www.staffordshire.gov.uk/education/youth who have responsibilities in relation to the education or training of 13-19 year olds. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Staffordshire Local Authority by informing the school office. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website www.staffordshire.gov.uk/education/home.aspx*

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. In addition, where appropriate we will send to relevant National Health Service personnel (eg School nurses, the NHS Health Informatics Team) information on individual pupils to ensure continuity of health care.

If you would like to see a copy of the information about you that we hold and/or share, please contact the school office.

If you need more information about how our local authority and/or DfE collect and use and store your information, please visit:

- <http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

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

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:

- Information Governance Unit
Staffordshire County Council
Third Floor
Staffordshire Place Two
Tipping Street
Stafford
ST16 2DH email: foi@staffordshire.gov.uk

- Public Communications Unit
Department of Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>