

## **PRIVACY NOTICE for pupils in primary schools, early years settings, alternative provision pupil referral units**

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

We at Radburn Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child/children, and may receive information about your child(ren) from previous schools where applicable . We hold this personal data and use it to:

- support pupil's teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes your child's/children's contact details, national curriculum assessment results, attendance information<sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child/children's to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your child's/children's information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about your child(ren) then please contact the school office.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.hertsdirect.org/scholearn/privacysch2010/> and [http://www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

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

- Isatou Jaye  
Senior Data Protection Practitioner  
**Information Governance Unit**  
Hertfordshire County Council  
Telephone: 01992 555990  
Fax: 01992 588117  
Comnet: 25990  
Email: [isatou.jaye@hertscc.gov.uk](mailto:isatou.jaye@hertscc.gov.uk)
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools