

SCHOOLS PRIVACY NOTICE

Privacy Notices: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold 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

Information about our pupils that we hold 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.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the Department for Education by informing Mrs Laura Warwick (School Secretary). This right is transferred to the child once he/she reaches the age 16.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass some information about you to the Department for Education (DfE).

If you need more information about how the DfE collect and use your information, please visit:

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

If you want to receive a copy of the information about you that we hold, please contact:

The Headteacher
Stanborough Primary School
Appletree Walk
Watford
WD25 0DQ