



September 2017

Dear Parent/Carer

Privacy Notice - Data Protection Act 1998

Barford St Peter's Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from previous schools and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on his/her progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs, free school meal eligibility and any relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to or as envisaged by this privacy notice.

We are required by law to pass some of this information to the Local Authority (LA) and the Department for Education (DfE). This sharing of information also applies to agencies that are prescribed in law, such as, Ofsted, the Education Funding Agency (EFA), the Department of Health (DoH) and Skills Funding Agency that require access to data for the Learner Records Service. All these agencies are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

How the Local Authority (LA) and Department for Education (DfE) use the information

The DfE may share pupil level personal data with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

¹ Attendance information is not collected as part of the Censuses for the Department for Education for those in Alternative Provision and Early Years Settings.

If you require more information about how the Local Authority (LA) and/or DfE store and use this information, then please go to the following websites:

<http://www.warwickshire.gov.uk/schoolprivacynotices>

and

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

If you are unable to access these websites a copy of the information can be sent to you. Please contact the LA or DfE as follows:

- Business and Commissioning Intelligence Service
Warwickshire Local Authority
Performance Business Unit
Resources Group
Saltisford Office Park
Ansell Way, Warwick, CV34 4UL

Website: <http://www.warwickshire.gov.uk/schoolprivacynotices>

Email: businessintelligence@warwickshire.gov.uk

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

Website: www.education.gov.uk

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

Telephone: 0370 000 2288

Yours sincerely

Annette Delaney
Headteacher