Privacy Notice - Data Protection Act 1998

We **(Name of 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.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. Where your child has a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems. Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools.

We will not give information about you to anyone outside the school without your consent or where the law allows and a legitimate reason exists.

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE)

Once 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 young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, 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, address and your date of birth be passed to the support service. **Please inform the school if you wish to opt-out of this arrangement**. For more information about young peoples' services, please go to the Directgov Young People page at *www.direct.gov.uk/en/YoungPeople/index.htm or* the LA website.

If you want to see a copy of the information we hold and share about you then please contact **(Insert name of School Administrator).**

The school may share personal information on a regular basis with the Local Authority (LA) about children for whom the LA provides services. This is to enable the LA to carry out specific functions for which it is responsible. If you require more information about how the LA and/or DfE store and use your information, then please go to the following websites:

Dudley MBC

Dudley MBC website > Education and learning > Schools and Colleges > Information and Advice
http://www.dudley.gov.uk/education-and-learning/schools-and-colleges/information-and-advice

DfE

http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data

http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to

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:

Dudley MBC

Dudley Children's Services	**Information Governance Unit**
Data Protection Officer	Data Protection Officer
Westox House	The Claughton Centre
1 Trinity Road	Blowers Green Road
Dudley	Dudley
DY1 1JQ	DY2 8UZ

Department for Education

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

NHS Dudley

Information Governance Department
NHS Dudley
St John's House
Union Street
Dudley
DY2 8PP

Switchboard: 01384 322002
Minicom: 01384 243187
Fax: 01384 366110
Email: listen@dudley.nhs.uk