



All Saints C of E Infant & Pre School Privacy Notice



What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how your personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We, **All Saints C. of E. (Aided) Infant & Pre School** are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Give the best possible service,
- Safeguard Children and Young People from harm,
- Assess how well schools are doing.

What information is collected?

Information that may be collected includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

Who may my information be shared with?

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

We are required by law to pass some of your information to Nottinghamshire County Council and the Department for Education (DfE).

Nottinghamshire County Council and the DfE uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

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>

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT),
- Police Forces,
- Provider of youth support services in your area
- Nottingham City Council or other local authorities if you live in their area
- Further Educational Colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/> ² and

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

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

Nottinghamshire County Council	Department for Education
Information and Systems Team Quality and Improvement Group Children, Families and Cultural Services Nottinghamshire County Council County Hall West Bridgford Nottingham NG2 7QP Email: data.management@nottscc.gov.uk	Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2D Website: www.education.gov.uk Email: http://education.gov.uk/help/contactus Tel: 0870 000 2288

Can I see the information held about me and my family?

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact the School Office, All Saints C of E Infant and Pre School.

What can I do if the information held is incorrect?

If you suspect that you or your family's information is out of date or incorrect you have a right to request that the data is amended. Should you wish to do so, please contact the School Office on **01623 459199**.

Want to know more?

If you have any further questions about information sharing within Nottinghamshire schools or Nottinghamshire County Council please contact:

Information and Systems Team
Quality and Improvement Group
Children, Families and Cultural Services
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP
Email: data.management@nottscc.gov.uk

For independent advice about data protection, privacy and information sharing issues you can contact:-

The Information Commissioner (ICO)

Tel : 0303 123 1113

Website : <http://www.ico.gov.uk>