

# **PRIVACY NOTICE for Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings**

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

We Bourton on the Water Primary School are a 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<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

***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 information about you to the Local Authority and the Department for Education (DfE)

**We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.**

If you want to see a copy of the information about you that we hold and/or share, please contact Cheryl Agg our School Administrator.

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

<http://www.gloucestershire.gov.uk/privacynotices> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/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:

- CYPD Information Support Team  
**Gloucestershire County Council**  
Shire Hall  
Gloucester  
GL1 2TP  
website: [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)  
email: [isst@gloucestershire.gov.uk](mailto:isst@gloucestershire.gov.uk)

---

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

**PRIVACY NOTICE for *Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings***

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288