

## **PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units**

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

We, John of Gaunt Infant & Nursery 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 its pupils teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes your contact details, national curriculum assessment results, attendance information, 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.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Development Agency (QCA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website <http://www.norfolk.gov.uk/fairprocessingnotices> or for those pupils/parents where this is not practical a hard copy can be obtained from the school Administrator, Mrs Welfare, on 01263 732844

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.norfolk.gov.uk/fairprocessingnotices>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

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- Teresa Burdett,  
File Access Manager,  
Children's Services,  
County Hall,  
Room 22,  
Martineau Lane,  
Norwich,  
NR1 2DL  
Email: [teresa.burdett@norfolk.gov.uk](mailto:teresa.burdett@norfolk.gov.uk)  
Tel: 01603 223839
- 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: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
tel: 0870 000 2288.

### In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over the school are legally required to pass on certain information to the Connexions Service providers. Connexions are the Government's information and advice service for all young people aged 13 to 19 in England.

This information contains the name and address of the pupil and parent, and any further information relevant to the Connexions services' role.

However, parents, or the pupil themselves, if aged 16 or over, can ask that no information beyond name and address be passed to Connexions. If as a parent, or as a pupil aged 16 or over you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school Administrator.

### **In addition for Primary / First / Infant Schools**

Sure Start Children's Centres - We will share results from the Early Years Foundation Stage with your local Sure Start Children's Centre to help them to plan and deliver services that meet the needs of the community. We will provide your name, current school, Early Years Foundation Stage results and any further information relevant to the Sure Start Children's Centres' role. However your parent can ask that no information be passed to your local Sure Start Children's Centre. Please inform Mrs Welfare, School Administrator, if you wish to opt-out of this arrangement. For more information about Sure Start Children's Centres please go to the LA website shown above.