



## Privacy Notice: Information about pupils in schools

### Data Protection Act 1998: How we use pupil information

We, Lincewood Primary School, are a data controller and as such, are registered with the ICO and comply with the principles of the Data Protection Act 1998.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE) and forward to their new school on leaving. Information, whether held in school, shared or disposed of, is done so securely.

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, pupil premium and any special educational needs they may have as well as relevant medical information. Photographs of individual children are held for identification, including medical, purposes.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. Access to the information is only given to those who need it. If you want to receive a copy of the information about your son/daughter that we hold, as is your right, please contact Mrs Lewis in writing and provide evidence of ID. We aim to reply within 10 working days and normally provide this free of charge.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

The DfE may also share pupil level personal data that we supply to them, 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 this 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>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.essex.gov.uk](http://www.essex.gov.uk) or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>