

PRIVACY NOTICE

Pupils in Schools, Academies, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We at Holy Trinity CE Primary 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 ¹ and personal characteristics such as your 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.

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 London Borough of Hackney (Local Authority), formerly The Learning Trust, and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact the school office.

In addition for Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider 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 the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform the school office if this is what you or your parents wish.

If you require more information about how London Borough of Hackney, and/or DfE store and use your information, then please go to the following websites:

http://trustnet.learningtrust.co.uk/Trust/Services/ICT/school_census/Pages/UsefulCensusDocuments.aspx

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

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/notes>

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

Data Protection and legal queries

Schools – Pupils Sylvia Redhead, Management Information Systems & Analysis
Sylvia.redhead@learningtrust.co.uk

Schools - Staff Ben Brennan, Management Information Systems & Analysis
Ben.Brennan@learningtrust.co.uk

Department for Education Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288