

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We **English Martyrs 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 information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) 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 information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. Data may also be passed directly to the Local Authority.

If you want to see a copy of the information we hold and/or share about you, please contact:
English Martyrs Catholic Primary School, 01788 543423

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.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D7D8621B3C248025705F00487872>

<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/schools/adminandfinance/schooladmin/ims/datamanagement/b00212337/datause/sharingdata>

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

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.