

Privacy Notice - Data Protection Act 1998

We at Hillocks Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you about your child and may receive information about your child from your previous school and the Learning Records Service.

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Give the best possible service;
- Provide statutory services (e.g. assessment for free school meals eligibility);
- Safeguard children and Young People from harm;
- Assess how well schools are doing.

This information includes your child's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

More information about the support available for children and young people can be found via: <https://www.gov.uk/topic/schools-colleges-childrens-services/support-for-children-young-people>

We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your child's information within the Local Authority (LA) and the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to the, 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 DfE releases this personal data to third parties are subject to a robust approval process and are based on a details assessment of those is requesting the date, the purpose for which it is require, 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 and strict terms and conditions covering the confidentiality and handling of date, 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-databsed-requests-received>

If you want to see a copy of the information about your child that we hold and/or share, please contact Mrs Haider, Senior Admin Assistant, Lilycroft Primary School, telephone: 543357.

If you require more information about how the Local Authority (LA) and/or DfE store and use your child's information, then please go to the Privacy Notice pages on the DfE website.

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

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

- Information Management Team
Education Department
Childrens Services
Future House
Bolling Road
Bradford BD4 7EB
Email: tom.beaumont@bradford.gov.uk
Phone: 07582 109278

- 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

The Local Authority (LA) uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

The Local Authority will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

Youth Support Services - For pupils of 13 years and over, the school is legally required to pass on certain information to the provider of youth support services in their area. this is the local authority support service for young people aged 13 to 19 in England. the school must provide the name and address of the pupil and their parents and any further information relevant to the support services' role. In addition, the date of birth of the pupil is supplied.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed to the youth support service provider. This right transfers to the pupil on their 16th birthday. Pupils and/or parents will need to inform the school if this is what they wish.

For more information about young peoples' services, please go to the [GOV.UK](https://www.gov.uk) website (this has replaced the Directgov website) or the LA website shown above