



St John's Church of England Primary School

Data Protection Act 1988: Privacy Notice Information for Parents and Carers

Love, Respect, Value

St John's Church of England Primary School is committed to high expectations for all and to embracing equality.

Watford St John's Church of England Primary School is a "data controller" for the purposes of the Data Protection Act 1988. As such, we are registered with the Information Commissioner's Office (ICO) and comply with the principles of the Data Protection Act. We have a duty to protect this information and keep it up to date.

Data Protection Act 1998: How we use pupil information

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). 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, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone outside the school without your consent unless the law and our policies allow us to. If you would like to receive a copy of the information about your son/daughter that we hold, please contact Mrs Vix Moore, School Business Manager.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA. If you would like to see a copy of any information about you that we hold or share, please contact the school.

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 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 <http://www.hertsdirect.org/your-council/work/foi/whtpersdt/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>