|  |
| --- |
| **PRIVACY NOTICE**  **for**  ***Pupils in Schools, Alternative Provision and Pupil Referral Units***  ***and Children in Early Years Settings*** |

**Privacy Notice - Data Protection Act 1998**

We Longroyde Junior 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 information**[[1]](#footnote-2)**and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

***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.

If you want to see a copy of the information about you that we hold and/or share, please contact the school office on 01484 715300**.**

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.calderdale.gov.uk/education/schools/childrens-records/index.html>
* <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

* Corporate Information Manager  
  Calderdale Council  
  Westgate House  
  Westgate

Halifax

HX1 1PS

Telephone: 01422 392298.  
Website: <http://www.calderdale.gov.uk/council/accessinformation/data-protection/index.html>

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

Website: [http://www.education.gov.uk](http://www.education.gov.uk/)

email: <http://www.education.gov.uk/help/contactus>   
Telephone: 0370 000 2288

1. Attendance information is not collected as part of the Censuses for the Department for Educationfor the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes. [↑](#footnote-ref-2)