

## PRIVACY NOTICE

for

### *St Peter's Smithills Dean C of E Primary School*

#### **Privacy Notice - Data Protection Act 1998**

We (St Peter's Smithills Dean C of E Primary School) are a data controller for the purposes of the Data Protection Act. We collect personal information regarding your child and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data to:

- Support your child's learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well School are performing.

Information about your child or yourself, that we hold, includes your contact details. Also, your child's national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as their ethnic group, any special educational needs they may have and relevant medical information.

#### **In addition for Secondary and Middle deemed Secondary Schools**

High schools may share information about learners with a third party organisation called **UCAS Progress** for the provision of software products delivered over the Internet that can help the pupil to identify qualities, skills and ambitions, help them to plan their work experience, education and career and/or submit online applications for courses. The information required by UCAS Progress includes the pupil's first name, surname and date of birth to enable UCAS Progress to set up secure usernames and passwords, and may extend to contact details and other personal data. UCAS Progress also requests the ethnicity and gender of learners. This data is not essential but valuable in helping educational organisations to monitor and improve the quality of service they provide by enabling them to run aggregated reports of data. UCAS Progress, Rosehill, New Barn Lane, Cheltenham, GL52 3LZ.

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

Once you are aged 13 or over, we are required by law to pass on certain information to providers 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 names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent/Carer) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell **the School Administrator of the High School** if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact **the School Business Manager at St Peter's Smithills Dean C of E Primary School**.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.bolton.gov.uk/website/pages/Privacynotices.aspx>

or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Information Management Unit  
Children's and Adult Services, Bolton Council  
1<sup>st</sup> Floor, Town Hall,  
Bolton, BL1 1IU  
Website: [www.bolton.gov.uk](http://www.bolton.gov.uk)  
Email: [ec.imu@bolton.gov.uk](mailto:ec.imu@bolton.gov.uk)  
Tel: 01204 33 2074 / 33 2872
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288