



## Glenthorne Community Primary School

### Privacy Notice - Data Protection Act 1998

#### **Privacy Notices:**

**Information about pupils in schools, alternative provision, pupil referral units and children in early years settings.**

We *Glenthorne Community Primary School* are the 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. 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.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information <sup>A</sup>, 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. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique pupil number (UPN) and may also give us details about your learning or qualifications.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Staffordshire County Council by informing Mrs Lisa Bryan or Mrs Laura Warner. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.staffordshire.gov.uk/homepage.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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

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.staffordshire.gov.uk/homepage.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

If you would like to receive a copy of the information about you that we hold, please contact:

- Mrs Lisa Bryan or Mrs Laura Warner on 01922 857000 or [office@glenthorne.staffs.sch.uk](mailto:office@glenthorne.staffs.sch.uk)

Please find details of how to request this information at <https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

If you are unable to access these websites and need a hard copy, please contact the LA or the DCSF as follows:

- Data Protection Officer, Staffordshire County Council, Information Governance Unit, 1 A Bailey Street, Stafford, ST17 4BG.
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.qsi.gov.uk](mailto:info@dcsf.qsi.gov.uk)  
tel: 0870 000 2288

This Privacy Notice was agreed by Governors on:

Chair of Govs: ..... Headteacher: .....  
Date: ..... Date: .....

This Privacy Notice will be reviewed by: Date.....