



## **PRIVACY NOTICE**

**For The Meadows Primary School**

### **Information about children in need and children looked after attending The Meadows Primary School**

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

We The Meadows Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. The categories of pupil information that we collect, hold and share include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- relevant medical information
- Special Educational Needs information
- Behavioural information

#### **We hold this personal data to:**

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Assess how well we are doing, and
- Comply with the law regarding data sharing

These results may be matched to other data held by the Local Authority and used to produce school and group level statistics. It will not be possible to identify individual pupils from the statistics.

**We will not share information about you to anyone outside the school 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. We are also required to pass information on to other LA's in respect to Children in Care who reside in another LA other than Birmingham.

We will share relevant information with NHS support services and external organisations, including voluntary organisations and charities which is proportionate to the needs of the child and family. Personal data shall be processed fairly and lawfully.

### **The lawful basis on which we use this information**

**We collect and use pupil information under Article 6 – Public Task – the process is necessary to perform a task for official function and under Article 9 – In the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body**

If you want to receive a copy of the information about you that we hold or share, please contact **Mrs C Goode, Business Manager.**

### **Storing pupil data**

We hold children in need and children looked after data for the length of time the pupil remains at our school

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

[https://www.birmingham.gov.uk/info/20154/foi\\_and\\_data\\_protection/384/privacystatement](https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacystatement)

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

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

- 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