



PRIVACY NOTICE

For The Meadows Primary School

Information about pupils 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, unique pupil number and address, contact information, relevant medical information)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as special educational needs, behavioural information, SATs results and teacher assessments)

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 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 pupil 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.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