

## PRIVACY NOTICE

for

### ***Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Education and Childcare Provisions***

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

We Thurstonland Endowed (VC) First School, Marsh Hall Lane, Thurstonland, Huddersfield HD4 6XD are a data controller for the purposes of the Data Protection Act. We process personal information from you and may receive information about you from your previous school, local authority, the Department for Education and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup>, any exclusion information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

***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 you to our Local Authority (LA) and the Department for Education (DfE). Further Information may be passed to the LA only, in line with data sharing agreements.

If you want to receive a copy of the information about you that we hold or share, please contact the 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://intranet.kirklees.gov.uk/Policies-and-procedures/Service/Schools/Information-systems-guidance/Privacy-Notices>

Or

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

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<sup>1</sup> Daily 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 Education and Childcare Provision. However attendance is recorded and monitored within the individual Schools / Settings and may be sent to the Local Authority.

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

- Kirklees Council, Information Access Officer  
Email: [data.protection@kirklees.gov.uk](mailto:data.protection@kirklees.gov.uk)  
Telephone: 01484 221000
- Public Communications Unit  
Department for Education  
Piccadilly Gate  
Manchester  
M1 2WD  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288