



Privacy Notice for Sutton Valence Primary School

Please follow this link for the school's Privacy Notice - How we use pupil information.

Data Protection

The Data Protection Act applies to anyone who handles or has access to information concerning individuals. Everyone in the school has a legal duty to protect the privacy of information relating to individuals. The act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify an individual). The act also gives rights to the people the information is about (i.e. the right of subject access lets individuals find out what information is held about them).

The eight principles are that personal data must be:

1. Obtained and processed fairly and lawfully
2. Held only for specified purpose(s)
3. Adequate, relevant and not excessive
4. Accurate and kept up-to-date
5. Held no longer than necessary
6. Processed in accordance with the rights of the data subject
7. Subject to appropriate security measures
8. Only transferred to countries that have suitable data protection controls.

Kent County Council and Sutton Valence Primary School have made available the following two documents that give guidance on data protection and the fair processing of pupil data.

[KCC Data Protection guidance](#)

[KCC Fair Processing guidance](#)

Please follow these links for the school's Data Protection Policy and the ICO Freedom of Information - Guide to Information available from Sutton Valence Primary School.

Data Protection Act 1998: How we use pupil information.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and /or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care; and
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, 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.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office:

office@sutton-valence.kent.sch.uk

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:[https://www.gov.uk/guidance/national-pupil-databases...](https://www.gov.uk/guidance/national-pupil-databases)

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:[https://www.gov.uk/government/publications/national-pupil-databases.....](https://www.gov.uk/government/publications/national-pupil-databases)

If you need more information about how our local authority and/or

DfE collect and use your information, please visit: our local authority at www.kent.gov.uk or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-....>