

PRIVACY NOTICE FOR PUPILS AND PARENTS

Killinghall CE Primary School

Privacy Notice - Data Protection Act 1998

We KILLINGHALL CE 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, your child's previous school and the Learning Records Service. For pupils 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 information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

For parents, this personal data is held for the purposes of emergency contact and reporting information relevant to your child.

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 some information about pupils to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Sarah Bassitt, Headteacher.

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

<http://www.northyorks.gov.uk/article/25084/Pupil-records>

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

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

¹ 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 Years Settings..

- 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

- Data Management Officer
North Yorkshire County Council,
Financial Services,
County Hall,
NORTHALLERTON,
North Yorkshire,
DL7 8AL

Website: www.northyorks.gov.uk

Email: datamanagement.officer@northyorks.gov.uk

Telephone: 01609 533219