

Privacy Notice - Data Protection Act 1998: How we use pupil information

Hamp Nursery & Infants' School is a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school/nursery, local authority (LA) 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 our pupils' contact details, national curriculum assessment results, attendance information¹, 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 would like a copy of the information that we hold about your child, please contact Mrs Bird, Headteacher.

We are required by law to pass some information about our pupils to the LA and the DfE. The 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 1988.

Decisions on whether the 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-database-apply-for-a-data-extract>

For information on which third party organisation (and for which project) pupil level data has been provided to, please visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our LA and/or DfE collect and use your information, please visit:

- our LA at <http://www.somerset.gov.uk/policies-and-plans/policies/privacy-notice/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Somerset LA Information Governance Team can be contacted at Somerset County Council, County Hall, Taunton TA1 4DY - Tel: 01823 273954 - Email: informationgovernance@somerset.gov.uk

<http://www.somerset.gov.uk/organisation/departments/information-governance/>

¹ Attendance information is not collected as part of the Censuses for the DfE for the following pupils/children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.