PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

Willow Bank Infant School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes your contact details (which will include basic information about your parents), national curriculum assessment results, attendance information[1] and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE) . For children of statutory school age we also make records available to their new school when they transfer schools.

If you want to see a copy of the information about you that we hold and/or share, please contact Stephanie Leary**.**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.wokingham.gov.uk/schools-education/schools-colleges/data-protection-privacy-notices/

and

http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc

http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to

If you are unable to access these websites we can send you a copy of this information. Please

[1] Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

contact the school office.

Contacts for enquiries about information held and used by the Local Authority or DfE are as follows:

- Data Protection Officer
  Wokingham Direct
  Wokingham Borough Council
  Shute End
  Wokingham, RG40 1WH
  Website: www.wokingham.gov.uk
  Email: wokingham.direct@wokingham.gov.uk

- Public Communications Unit
  Department for Education
  Sanctuary Buildings
  Great Smith Street
  London
  SW1P 3BT
  Website: www.education.gov.uk
  Email: http://www.education.gov.uk/help/contactus
  Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform (Insert name of School Administrator) if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.