

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

We, Byerley Park Primary School, are the 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, 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 your contact details, national curriculum assessment results for pupils, attendance information^A, 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 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-database-apply-for-a-data-extract>

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-database-requests-received>

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

- our local authority at <http://www.durham.gov.uk/article/2259/Privacy-and-data-protection>
- <http://content.durham.gov.uk/PDFRepository/PrivacyNoticeAdmissions.pdf>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

The school uses a **texting service** managed by Teachers2Parents to communicate with parents. Please contact the School Office staff for further information or if you want to opt out of this arrangement.

The school uses an **on-line payment provider** (Parentpay) for parents to make secure payments using a debit or credit card (or cash at a paypoint outlet) for school related items. No card details are stored. On occasions, we may communicate with parents using email addresses provided to Parentpay.

Class Lists - On occasions the school may be asked by parents for names of children in their class. We will only share this information with parents of children in the same class. Please inform the School Office staff if you wish to opt out of this arrangement.

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools