

Privacy Notice

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

Data Protection Act 1998: How we use pupil information

North Chadderton School is 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, the Department of Education (DfE) and the Learning Records Service. We hold the 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 includes 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, special educational needs and any relevant medical information. For pupils enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

Once our pupils reach the age of 13, the law requires us to pass certain information to the Career Guidance Service who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post 16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to the Career Guidance Service by informing Mrs J Eppleston at North Chadderton School. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website www.oldham.gov.uk.

CCTV cameras will be used to monitor activities within the school, its car parks and other public areas. This is to increase personal safety of staff, students and visitors and identify criminal activity actually occurring, anticipated, or perceived. The school will treat the system and all information, documents and recordings obtained and used as data, in accordance with the Data Protection Act 1998.

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;

Mrs J Eppleston, Director of Management Information and ICT Services, North Chadderton School.

We are required by law to pass some information about our pupils to the Department for Education (DfE). This information will in turn then be made available for use by the LA.

DfE may also share pupil level personal data that we supply 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 more 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 require more information about how the Local Authority (LA) and/or the Department for Education (DfE) store and use your information, then please go to the following websites:

https://www.oldham.gov.uk/info/200148/data_protection_and_freedom_of_information

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

.

