

PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

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

We, Upton Westlea Primary School, process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold 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

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance informationⁱ, any exclusion information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information to anyone outside the school without your consent unless the law and our policies allow us to. We may pass on personal information for child protection reasons or to other relevant agencies or partners.

We are required by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share then please contact the Jan Woollen in the school office.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.cheshirewestandchester.gov.uk/default.aspx?page=5340> and
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2WD		The Data Protection Officer Cheshire West and Chester Council HQ 58 Nicholas Street Chester Cheshire CH1 2NP	
Website	https://www.gov.uk/government/organisations/department-for-education	Website	http://www.cheshirewestandchester.gov.uk/
Contact	https://www.education.gov.uk/help/contactus/df	Contact	FOIWest@cheshirewestandchester.gov.uk
Tel	0370 000 2288	Tel	0300 123 8 123

ⁱ Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained Schools