

## PRIVACY NOTICE Autumn 2015

for

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

### Privacy Notice - Data Protection Act 1998

We (**Sandfield Close Primary School**) are a data controller for the purposes of the Data Protection Act. We collect information about children and young people who attend this establishment and may receive information from your previous school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as 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 they may also give us details about your learning or qualifications.

***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, the Department for Education (DfE), to the local NHS Trust and to the national Health and Social Care Information Centre (HSCIC). This data is used to support the delivery of a range of functions e.g. school delivered inoculation programmes.

Once you are aged 13 or over, we are required to pass on certain information to the provider of youth support services. In Leicester this is the local authority Connexions Service. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be retained by the support service. Please contact the local authority if you wish to opt out of this arrangement. For more information about young people's services, please go to the Connexions Service website at: [www.leicester.gov.uk/connexions/](http://www.leicester.gov.uk/connexions/)

If you are a year 11 student and choose to apply for a place at a Leicester City post-16 school or 6th form/FE college, your key stage 4 examination results will be provided to the school or college at which you accept a place along with any further relevant information in order to support your transition. However, if you do not wish for your information to be communicated in this way, please contact the local authority to opt out.

Some of your information will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Learning Records Service who are part of the Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found here.

<http://www.learningrecordsservice.org.uk/learnparent/>

If you want to see a copy of the information about you that we hold and/or share, please contact **Natalie Sutton, School Business Manager**).

If you require more details about the use and sharing of your information, please go to the following websites:

<http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/performance-inspections-and-reports/privacy-notices>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the local authority or Department for Education as follows:

The Local Authority:

Information Governance  
Information & Support  
**Leicester City Council**  
1<sup>st</sup> Floor  
16 New Walk  
Leicester LE1 6UB  
Website: [www.leicester.gov.uk](http://www.leicester.gov.uk)  
Telephone: 0116 454 1300  
Email: [info.requests@leicester.gov.uk](mailto:info.requests@leicester.gov.uk)

The Department for Education:

Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)  
Telephone: 0370 000 2288