



Pupil Privacy Notice

Data Protection Act 1988
Spring Term 2016

Purpose

Schools hold information on pupils and in doing so must follow the requirements of the 1998 Data Protection Act. This means that data held about pupils must only be used for specific purposes that are allowed by the Act. The rules regarding personal data also apply to employees, whether they are teaching or non-teaching staff. The purpose of this notice is to advise how we store the information and how you can access it.

Pupil Information

We, Elloughton Primary Community 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.
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special education needs and relevant medical information.

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) If you want to see a copy of the information about you that we hold / or share, please contact the school office on 01482 666231.



Elloughton Primary School: Policies, Procedures, Codes & Guidance

More Information

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:

www2.eastriding.gov.uk/council/governance-and-spending/protecting-your-personal-information/data-protection/

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

East Riding of Yorkshire Council, County Hall Beverley East Yorkshire

Website: <http://www.eastriding.gov.uk>

Email: customer.services@eastriding.gov.uk

Telephone :01482 393939


Public Communications Unit, Department for Education, Sanctuary Buildings
Great Smith Street London SW1P 3BT

Website: <http://www.education.gov.uk>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Adoption, Approval, Sign Off

Signed	
On behalf of	Headteacher
Date	26/05/16



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Document Control

Name of document	Pupil Privacy Notice
Revision number	0
Review frequency	1 year
Next review date	26/05/17
Type	Other
Statutory?	Yes
Notes	Review website links