

# PRIVACY NOTICE

for

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

## **Privacy Notice - Data Protection Act 1998**

We, **The R J Mitchell Primary 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, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your 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 may also obtain from them details of any learning or qualifications you have undertaken.

***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)

**(For Academy use only)** We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact the School Office.

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

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:

London Borough of Havering:

<http://www.havering.gov.uk/Pages/Services/Privacy-notice.aspx><sup>1</sup> and

What the department (DfE) does with pupils and children's data:

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

Who the department (DfE) Passes Pupil data to

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

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:

- London Borough of Havering Council  
Social Care and Learning  
Performance and Policy  
Mercury House  
Mercury Gardens  
Romford, RM1 3SL  
Website: [www.havering.gov.uk](http://www.havering.gov.uk)  
email: [simon.jolley@havering.gov.uk](mailto:simon.jolley@havering.gov.uk)  
Telephone: 01708 433887
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

### **In addition for Secondary and Middle deemed Secondary Schools**

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform **(Insert name of School Administrator)** if this is what you or your parents wish.

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<sup>1</sup> Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.