

# Birchfield Nursery School

## PRIVACY NOTICE

for

### *Parents of Pupils in Schools*

Dear Parent/Carer

#### **Privacy Notice - Data Protection Act 1998 - How we use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use 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

This information will include 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, 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 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 Pam Long – Office Manager

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

DfE may also share pupil level personal data that we supply to 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 1998.

Decisions on whether 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 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 need more information about how the Halton Borough Council and DfE store and use your information, then please go to the following websites:

<http://www4.halton.gov.uk/Pages/Home.aspx>

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

If you cannot access these websites, please contact Halton Borough Council or the DfE as follows:  
Janet Johnson – Information Governance – ICT Services – Halton Borough Council  
Direct Dial Tel: 0151 511 7059 or via email [janet.johnson@halton.gov.uk](mailto:janet.johnson@halton.gov.uk)  
DfE 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: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

Peter Richmond

Divisional Manager - Service Improvement / Governance  
Resources, ICT Services  
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Email: [peter.richmond@halton.gov.uk](mailto:peter.richmond@halton.gov.uk)  
(for person identifiable data please use [peter.richmond@halton.gcsx.gov.uk](mailto:peter.richmond@halton.gcsx.gov.uk))  
Direct line - 0151 511 7003  
Switchboard 0303 333 4300 July 2016