

# Birchfield Nursery School

## PRIVACY NOTICE

for

*Pupils in Schools, Alternative Provision and Pupil Referral Units*

### Privacy Notice - Data Protection Act 1998

We Birchfield Nursery School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are 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 you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers 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 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 passed to the support service. This right transfers to you on your 16th birthday. Please tell Mrs Long if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

### Post-16 participation in education and youth support services

Once you are aged 16 or over Halton Borough Council may share your information with other services and organisations including your careers service provider, youth service provider, educational institutions and organisations to support your participation in education and training.

Where relevant, individual pupil information may be shared with post 16 learning institutions to minimise the administrative burden on applications for courses and to aid the preparation of individual learning plans. Such information may include national curriculum examination results and personal characteristics including any relevant medical information.

Youth Support services are required to pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authorities' performance and determine the destinations of young people after they have left compulsory education.

Your information will be used to assist Halton Borough Council to fulfil its statutory functions.

We are required by law to pass some information about you to our Local Authority (Halton - LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Long.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www3.halton.gov.uk/educationandlearning/schoolsandcolleges/>

[http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/privacy\\_notices](http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/privacy_notices)

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

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)

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

PR – August 2013