

PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We Lakenham Primary School are the 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 its pupils teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

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

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website <http://www.norfolk.gov.uk/fairprocessingnotices> or for those pupils/parents where this is not practical a hard copy can be obtained from the school office at Lakenham Primary School, on 01603 877780. Please note this may incur an administrative charge.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.norfolk.gov.uk/fairprocessingnotices>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Teresa Burdett,
File Access Manager,
Children's Services,
County Hall, Room 22, Martineau Lane, Norwich, NR1 2DL
Email: teresa.burdett@norfolk.gov.uk Tel: 01603 223839
- Public Communications Unit
Department for Education

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Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: www.education.gov.uk

email: info@education.gsi.gov.uk

tel: 0870 000 2288.

In addition for Primary / First / Infant Schools

Sure Start Children's Centres - We will share results from the Early Years Foundation Stage with your local Sure Start Children's Centre to help them to plan and deliver services that meet the needs of the community. We will provide your name, current school, Early Years Foundation Stage results and any further information relevant to the Sure Start Children's Centres' role. However your parent can ask that no information be passed to your local Sure Start Children's Centre. Please inform the office at Lakenham Primary School if you wish to opt-out of this arrangement. For more information about Sure Start Children's Centres please go to the LA website shown above.