

PRIVACY NOTICE

For pupils in schools, early years settings, alternative provision and pupil referral units Privacy Notice - Data Protection Act 1998

Dear Parents,

St John's School collect and hold information relating to our pupils, and may also receive information about them from their previous school, local authority and / or Department for Education (DfE).

We use this personal data to:

- support pupil's learning;
- monitor and report on their progress;
- provide appropriate pastoral care and
- assess the quality of our services.

This information will include contact details, national curriculum assessment results, attendance information and exclusion information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information.

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 this information about your son/daughter that we hold please contact Mrs Spiteri.

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

The 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 process 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 arrangement 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-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 our local authority and /or the DfE collect and use your information, this can be gained from the LA via

Barnet Children's Service

Education Data Management Team
NLBP, Bldg 4, Oakleigh Road South
London
N11 1NP
Tel. 020 8359 7276

Or from the DfE website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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