

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Personalised Learning Services (Pupil Referral Units) and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We (**Bishops Nympton Primary 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.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information 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. Further details of how your information is processed and shared by the Learning Records Service can be found at <http://www.learningrecordsservice.org.uk/NR/ronlyres/30EE21D9-0C38-4A67-85D9-923C052F2999/0/PN02PrivacyNoticesstudentsandlearnersversion13aug2012.pdf>

In addition for Secondary Age pupils in Secondary Schools, Special Schools or Personalised Learning Services (PRUs)

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. For Devon Maintained Schools this will be Careers South West, web address: <http://www.careerssw.org/> We must provide the name and address of you and your parents(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 your names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the School Administrator if you wish to opt out of this arrangement.

For more information about young peoples' 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 outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority ie Devon County Council and the Department for Education (DfE)

If you want to see a copy of the information we hold and/or share about you then please contact the School Administrator- Mrs Allum.

If you require more information about how Devon County Council and/or DfE store and use your information, then please go to the following websites:

<http://www.devon.gov.uk/j4s-privacynotice.htm> and
<http://www.education.gov.uk/researchandstatistics/datadatam/b00212337/datause>

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

- Information Governance Team
Devon County Council
Room 120
County Hall
Exeter
Devon
EX2 4QD

Website: www.devon.gov.uk/data_protection
Email: dpoffice@devon.gov.uk
Tel: 01392 384682

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288