

## PRIVACY NOTICE

### *Pupils in School/Academies, Alternative Provision and Pupil Referral Units and children in Early Years Settings*

#### Privacy Notice - Data Protection Act 1998

We Haselbury Plucknett C of E First 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/Academy and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your School/Academy is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will only use images and pictures with your consent and as outlined in our E Safety Policy.

***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 and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Gill Evans.

If you require more information about how the Local Authority (LA) and/or DfE store data please contact these institutions directly at the following addresses:

- Information Governance Team  
Somerset County Council  
County Hall  
Taunton  
TA1 4DY  
Email: [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)
- Public Communications Unit

---

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained School/Academies

Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

- Careers South West Ltd  
3 Mendip House  
High Street  
Taunton  
TA1 3SX

- Capita SIMS  
Franklin Court  
Stannard Way  
Priory Business Park  
Cardington  
BEDFORD  
MK44 3 JZ  
Website: [www.capita-sims.co.uk/](http://www.capita-sims.co.uk/)  
Telephone: 01234 838080

### **In addition for Secondary School/Academies**

Careers South West Services - Once you are aged 13 or over we are required to pass on certain information to the Careers South West services. Careers South West is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Careers South West services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Careers South West. Please inform Haselbury Plucknett C of E Frist School if you wish to opt-out of this arrangement. For more information about Careers South West please go to the Careers South West (insert address).