



## School Privacy Notice

### Privacy Notice for Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

#### Data Protection Act 1998: How we use your information

Robert Shaw Primary & Nursery School holds personal information relating to our pupils and may also receive information about them from their previous school, Local Authority (LA) and/or the Department for Education (DfE).

We use this personal data to:

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

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their 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 the information about your son/daughter that we hold, please contact:

- *Mrs. Karen Coker, Headteacher.*

We are required, by law, to pass certain information about our pupils to our LA and the 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 purpose 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 arrangements 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-data-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 LA and/or the DfE collect and use your information, please visit:

- our [LA](#)
- the DfE website at [Data Protection – how we collect and share research data](#)

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

**Local Authority Nottingham**

Data Protection Team  
Legal Services  
Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG  
Email: [data.protection@nottinghamcity.gov.uk](mailto:data.protection@nottinghamcity.gov.uk)  
Tel: 0115 876 3855

**Department for Education**

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: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Tel: 0370 000 2288