



PRIVACY NOTICE (Short Version)

Pupils in Schools, Alternative Provision & Pupil Referral Units
and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Kings Cliffe Endowed School, are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's school is performing

What information does the school hold?

This information includes your child's contact details, national curriculum assessment results, attendance information[‡] and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

Who has access to the information?

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to. However, please note that we are required by law to pass some of your child's information to the local authority, Northamptonshire County Council (NCC) and the Department for Education (DfE)

Can I see the information that the school holds?

If you want to see a copy of the information we hold and share about your child then please contact Mrs. Joan Cunningham.

Where can I find out more about what NCC and the DfE use the information for?

If you require more information about how NCC and the DfE hold and use your child's information, then please use the following websites:

[‡] Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools



Northamptonshire County Council | Privacy Notices

http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/cypd_info/Pages/FPN.aspx

Note: The above page may be updated throughout the year and parents are responsible for checking for any changes, particularly in terms of how the data is used and shared.

Department for Education | Schools | Administration and Finance | Information about children, education and schools | Data management | Privacy notices

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

If you are unable to access the DfE website, please use the following information:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Additional Information for Secondary Schools and Middle Deemed Secondary Schools

Once pupils 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. We must provide both the pupil's and the parent's names and addresses, and any further information relevant to the support services' role.

However, the pupil (if aged 16 or over) and parent can ask that no information beyond name and address be passed to the support service. Please inform Mrs. Joan Cunningham if you wish to opt-out of this arrangement.

For more information about young peoples' services, please use the Directgov Young People site below: <http://www.direct.gov.uk/en/YoungPeople/index.htm>

Northamptonshire County Council, September 2011







