

PRIVACY NOTICE
for
***Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings***

Privacy Notice - Data Protection Act 1998

We at Stamshaw Infant School are a 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 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 is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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 information about you to the Local Authority and the Department for Education (DfE).

The Local Authority transfers some of the information we pass to them into the Portsmouth Children's Hub which is shared by partners in the Portsmouth Children's Trust. Details of the Children's Trust can be found at this link. <http://www.portsmouthchildrenstrust.org/>
If you wish to opt out of this arrangement please send a written request to the Local Authority using the Information Services postal address or email address given below.

Information will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

We also pass information to externally managed texting services. If you wish to opt out of this please contact the school office

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website <http://www.iyssportsmouth.info/>.

If you want to see a copy of the information about you that we hold and/or share, please contact the school office

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.portsmouth.gov.uk/learning/11877.html>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>.

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Portsmouth City Council:

Information Services
Learning & Achievement Service
Civic Offices
Guildhall Square
Portsmouth PO1 2EA
tel. 023 9284 1465
email: lea_info@portsmouthcc.gov.uk

or

Corporate Information Governance Officer
FOI Team
Customer, Community and Democratic Services
Civic Offices
Guildhall Square
Portsmouth PO1 2BQ
tel. 023 9268 8482
email: foi@portsmouthcc.gov.uk

- 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