

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 **Burton Road Primary 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
- assess how well your school is doing
- support you in your transition to a post-16 provider of education or training.

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.

In addition for Secondary Schools/Academy

On the 1st April 2011 Connexions (Youth Support Service for the 13-19 age group) was fully integrated into Barnsley Metropolitan Borough Council, and as such one organisation in terms of information sharing and protocols, for more information on the Youth Support Services role please see the following website:

<http://www.barnsley.gov.uk/how-primary-care-trusts-and-connexions-use-informationpdf>

Once you are aged 13 or over, we are required by law to pass on certain information to the provider 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 the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform **(Insert name of School/Academy Administrator)** if this is what you or your parents wish.

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 shown above.

We will not give information about you to anyone outside the school/establishment without your consent unless the law and our rules allow us to.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact **Burton Road Primary School**.

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.barnsley.gov.uk/privacy-notice> and

<http://www.education.gov.uk/researchandstatistics/stats/earlyyearsensus/a0064459/early-years-census-privacy-notice>

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:

- Data Protection Officer
Directorate for Children, Young People and Families
Corporate Mailroom, PO Box 634, Barnsley, S70 9GG
Website: www.barnsley.gov.uk
Email: cypf@barnsley.gov.uk
Telephone: 01226 774576
- 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