

## PRIVACY NOTICE 2016/2017

for

### Information about pupils in schools, alternative provision, pupil referral units and children in early year's settings

#### Privacy Notice - Data Protection Act 1998 How we use pupil information

We, Holmfirth J I & N School, are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority 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<sup>1</sup>, 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. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you want to receive a copy of the information about your child that we hold or share, please contact Alex Sykes, School Business Manager, in the school office.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Kirklees Council, Information Access Team  
Email: [data.protection@kirklees.gov.uk](mailto:data.protection@kirklees.gov.uk)  
Telephone: 01484 221000
- Ministerial and Public Communications Division  
Department for Education Telephone: 0370 000 2288  
Piccadilly Gate  
Manchester  
M1 2WD  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>

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<sup>[1]</sup> Daily attendance information is **NOT** collected as part of the Census for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Education and Childcare Provision. However attendance is recorded and monitored within the individual Schools / Settings and may be sent to the Local Authority.