

## Privacy Notices: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

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

We collect and hold personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. 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. 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.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Gateshead Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role.

We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that that **only** their child's name, address and date of birth be passed to Gateshead Local Authority by informing [**insert name of school administrator**]. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.gateshead.gov.uk/Education%20and%20Learning/Schools/plans/dataprotection.aspx>.

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

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

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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 local authority and/or DfE collect and use your information, please visit:**

- our local authority at website  
<http://www.gateshead.gov.uk/Education%20and%20Learning/Schools/plans/dataprotection.aspx>; or
- the DfE website at  
<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:**

Kevin Tron  
Gateshead Council  
Children's Commissioning  
Gateshead Civic Centre  
Regent Street  
Gateshead  
NE8 1HH  
Telephone: 0191 433 2748

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

**If you want to receive a copy of the information about you that we hold, please contact:**

- [insert name/contact details of your school administrator].