



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.

*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 **Eileen Elliott**. 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).

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.



ROWLANDS GILL PRIMARY SCHOOL

Dominies Close, Rowlands Gill, Tyne & Wear NE39 2PP

Telephone: 01207 549 359 Fax: 01207 549 182 Email: rowlandsgillprimary@gateshead.gov.uk Website: www.rowlandsgillprimary.org





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:

- Eileen Elliott.



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