Privacy Notice - Data Protection Act 1998 – for Nursery and Primary Aged Pupils

We Cookham Dean Primary School are the **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. We hold this personal data and use it to:

- support pupils teaching and learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services

Information about our pupils that we hold 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.

We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.
If you would like to see a copy of the information held please contact the school office. There may be a charge for this.

DfE is the Data Controller for the purposes of the Data Protection Act. If you require more information about how the Department for Education (DfE) stores and uses personal information then please go to the following website: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data
RBWM Data Protection Officer can be contacted by email: Email:martin.tubbs@rbwm.gov.uk or TEL: 01628 796945

The **Local Authority (LA)** uses information about children and young people for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on, for example, the funding of schools, assess their performance and to set targets for them. The statistics are anonymized so that individual children and young people cannot be identified from them. Aggregated data derived from anonymized pupil records may be used to respond to Freedom of Information requests. .The LA is also required to maintain the accuracy of all information held about children and young people in their area. The **Local Authority (LA)** may also share information with other LA's.

Pupils, as individual data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Where pupils are too young (under 12) to do this themselves, parents can act on their behalf. In every case it will be for the school, as data controller, to assess whether the child is capable of understanding their rights under the act. If you wish to access the personal data which DfE hold about your or your child, then please contact them direct.

As the law allows, pupil data can be sent to the following third party organisations. A brief description of the purposes the information is used for is set out below, along with links to the organisations as detailed below:

Department of Health (DfH) uses anonymized information about pupils' height and weight collected in primary and middle schools as part of the National Child Measurement Program to inform, influence and improve health policy. **www.dfh.gov.uk**

Berkshire Healthcare Foundation Trust (BHFT) use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires the Healthcare Trust to maintain children's names and addresses for this purpose.
The Local Authority provides the Buckinghamshire Healthcare NHS Trust with details of pupils' names, dates of birth, addresses and schools attended in order to facilitate screening and vaccination programs, (e.g. vision and hearing) and the National Child Measurement program. **www.berkshirehealthcare.nhs.uk**
Ofsted uses information on the progress and performance of pupils to help inspectors evaluate schools and as part of their assessment into the effectiveness of education within the school. Ofsted also uses the views of children and young people to inform Local Authority Inspections reports but do not identify individual pupils. The Department for Education also provides Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post-16 learning institutions to minimize the administrative burden on application for a course and to aid the preparation of learning plans. **www.ofsted.gov.uk**
The Office of Qualifications and Examinations Regulation (**Ofqual**) regulates qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland. They maintain standards and confidence in qualifications: GCSEs and A levels in England, and vocational qualifications in both England and Northern Ireland. We're independent of government and report directly to Parliament and the Northern Ireland Assembly.
Data is also sent to approved statistical agencies:
Berkshire Maestros uses the information about pupils to evaluate the effectiveness and uptake of additional musical tuition available to all pupils. These results are passed on to the DfE to compile statistics on trends and to formulate funding