

Privacy Notices:

Information about Primary aged pupils in schools, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use pupil information

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;
 - In order to facilitate this, we may share information with the software supplier to set up the systems needed for pupils and parent/carers to access
 - When your child applies for a school place, information may be forwarded to your child's new school to aid transition into their next phase of education.
- Monitor and report on their progress
- Provide appropriate pastoral care; and
- Assess the quality of our services
- Under the duty of the Children's Act 2004 to co-operate with LA and external partners to improve the well-being of children.
- Under the Children's Act 1989 Section 17, we may have to share information to support and protect children with the Local Authority and external partners.
- Support participation in decision making locally and nationally

The Local Authority has a duty under the Children's Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their areas

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.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- **Carol Donnachie (023 8074 2345 or info@oakwoodlive.net)**

We are required, by law, to pass certain information about our children/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.

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 <http://www.southampton.gov.uk/contact-us/privacy-cookies/privacy-education.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/455667/Privacy_notice_for_the_evaluation_of_the_Troubled_Families_programme.pdf)

If you are unable to access these websites we can send you a copy of this information. Please contact the Local Authority:

Children, Young People & Learning
Tel: 023 8083 3004