

## **PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units**

### **Privacy Notice - Data Protection Act 1998**

We St. Cecilia's Catholic Infant & Nursery 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 and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>A</sup> and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

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

We are required by law to pass some information about you to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs A Heavisides.

If you require more information about how the LA and/or DfE store and use your information, then please go to the following website:

- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access this website, please contact the LA or DfE as follows:

- Information and Practice Manager  
Liverpool City Council  
Municipal Buildings, Dale Street  
Liverpool, L2 2DH
- Public Communications Unit, Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

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<sup>A</sup> Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained Schools

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**In addition for Secondary Schools ->**

## **PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units**

### In addition for Secondary Schools

If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both you and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform [**insert name of School Administrator**] if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.