



St Mary's Church of England Primary School

'Believe and Achieve'

Data Protection Act 1998: How we use your information

We process 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 hold 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

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. *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 the London Borough of Islington who have responsibilities in relation to the education or training of 13-19 year olds. 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 no information apart from their child's name, address and date of birth be passed to the London Borough of Islington by informing the 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: www.izzy-info.com

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

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

The Health and Social Care Act 2012 placed a new duty on Local Authorities to promote the health and wellbeing of their population, reduce health inequalities and gave them new statutory responsibilities for public health with effect from April 2013.

The London Borough of Islington agreed to deliver their public health responsibilities through a shared service known as 'Camden & Islington Public Health' and on occasion they may also commission NHS functions to help deliver their statutory duties.

The Local Authority may therefore be obliged to disclose pupil names and addresses they have collated from our school directly to the health services they have commissioned in order that they may in turn contact families directly to seek consensual participation (such as the national height and weight measurement exercise). Where such sharing occurs the Local Authority will take steps to ensure information is shared securely and is proportionate.

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.islington.gov.uk/about/council-documents/access_to_information/dataprotection/Pages/default.aspx
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:
Kirsten Oliver – School Business Manager