

## PRIVACY NOTICE

### *Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings*

#### Privacy Notice - Data Protection Act 1998

We **Archbishop Runcie Church of England (VA) First 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>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***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 of your information to the Local Authority 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 D J Bunn, School Business Manager**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.newcastle.gov.uk](http://www.newcastle.gov.uk) <sup>2</sup> and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/workforce data/>

<http://www.newcastle.gov.uk/core.nsf/a/fpn?opendocument>

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

<sup>2</sup> Local Authority to provide link to their website with info on uses they make of data and any other organisations they share data with such as Connexions. Ideally they should also provide an address where parents without internet access can write for information.

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

**Jim Gaff, Performance Monitoring Manager**

**Childrens Services**

**Email: [jim.gaff@newcastle.gov.uk](mailto:jim.gaff@newcastle.gov.uk) Tel: 0191 2115341**

- 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: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288