Privacy Notice – Data Protection Act 1998

We, Moulton Chapel Primary School, are a 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
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children

This information includes your contact details, national curriculum assessment results, attendance information[1] and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. 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.

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 and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Sexton.

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 https://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/ or
- the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Local Authority (LA)

- InformationGovernance@lincolnshire.gov.uk

Department for Education (DfE)

- Public Communications Unit
  Department for Education
  Sanctuary Buildings
  Great Smith Street
  London
  SW1P 3BT
  Website: www.education.gov.uk
  email: http://www.education.gov.uk/help/contactus
  Telephone: 0370 000 2288