

Catshill Middle School Privacy Notice – Data Protection Act 1998

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 (LA) and/or the Department for Education (DfE). We use 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
- support a young person in their transition to a post-16 provider of education or training.

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 laws 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 Mrs Sabin – School Business Manager, Catshill Middle School.

We are required by law, to pass certain information about our pupils to our LA and the 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 the LA and/or DfE collect and use your information, please visit:

- our LA at <http://www.worcestershire.gov.uk/> and search for privacy notice;
- or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Mr P Essenhigh
Executive Headteacher