

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

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

We South Failsworth Primary 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. 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>, characteristics such as ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF). The LA may occasionally be required to share pupil's personal and sensitive data with any government and/or partner agencies. The LA will only share data when there is a statutory duty or legal requirement to do so, or when it will be of benefit to the child/young person. Any pupil data that the LA share with government and/or partner agencies will be strictly assessed and the LA will ensure that the requirements of the Data Protection Act 1998 are complied with.

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- [http://www.oldham.gov.uk/learning/going\\_to\\_school.htm](http://www.oldham.gov.uk/learning/going_to_school.htm) and
- [http://www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

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

[Sarah Brien](#)  
[Information Governance](#) Co-ordinator,  
[People, Communities and Society](#),  
[Data and Information](#),  
[Oldham Council](#),  
Unit 1,  
Southlink Business Park,  
Oldham,  
OL4 1DB  
[T: 0161 770 1619](tel:01617701619)

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

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E: [sarah.brien@oldham.gov.uk](mailto:sarah.brien@oldham.gov.uk)

Public Communications Unit

**Department for Children, Schools and Families**

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

email: [info@dcfs.gsi.gov.uk](mailto:info@dcfs.gsi.gov.uk)

tel: 0870 000 2288.