



## Privacy Notice - Data Protection Act 1998:

### How we use pupil information

We, **Hillside Primary School**, are a Data Controller for the purposes of the Data Protection Act.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care; and
- assess how well your school is doing.

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 outside the school without your consent unless the law 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 and/or share please contact the Headteacher.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (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 our local authority and/or DfE collect and use your information, please visit:

<http://www.stoke.gov.uk> and <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

### Contact details

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:

- Stoke-on-Trent City Council  
Civic Centre  
Glebe Street  
Stoke-on-Trent  
ST4 1HH
- Telephone: Information Governance Manager 01782-233386
- 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: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288