# NYCC Model Privacy Notice for pupils in schools, alternative provision, pupil referral units and Children in the early years settings

**Privacy Notice - Data Protection Act 1998**

We **Stillington 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 / educational setting is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where your child goes once they leave **Stillington Primary School**, and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.***

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

DfE may also share pupil level personal data, which 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 release 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 of 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 about how this sharing process works, and for information on which third part organisations (and for which project) pupil level data has been provided to, please visit:

- **Sharing Process:**
  www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

- **Third Party Information:**

www.gov.uk/government/publications/national-pupil-database-requests-received

If you want to see a copy of the information we hold and share about you then please contact **Julie Collingwood, school administrator.**

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

- **North Yorkshire County Council:**
  www.northyorks.gov.uk/schoolrecords

- **DfE Website:**
  www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

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

- Information Governance Manager
  North Yorkshire County Council
  Internal Audit Service
  County Hall
  Northallerton
  DL7 8AL
  website: www.northyorks.gov.uk
  email: infogov@northyorks.gov.uk
  Telephone: 01609 533219

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