

# St John's Primary School and Nursery

for

***Pupils in Schools, Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings***

## Privacy Notice - Data Protection Act 1998

We **St John's Primary School and Nursery** 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;
- Support you in your transition to a post 16 provider of education or training and,
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> 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 or as envisaged by this privacy notice***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). This sharing of information also applies to agencies that are prescribed in law, such as, Ofsted, the Education Funding Agency (EFA), the Department of Health (DoH) and Skills Funding Agency that require access to data for the Learner Records Service. All these agencies are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

If you want to see a copy of the information about you that we hold and/or share, please contact **St John's Primary School and Nursery**.

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

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<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those in Alternative Provision and Early Years Settings.

<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D7D8621B3C248025705F00487872>

and

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

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

- Business and Commissioning Intelligence Team  
Warwickshire Local Authority  
Strategic Commissioning  
People Group  
Saltisford Office Park  
Ansell Way, Warwick, CV34 4UL  
  
Website: [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)  
Email: [css@warwickshire.gov.uk](mailto:css@warwickshire.gov.uk)
  
- 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

**Appendix 1 – Personal Information that may be shared with the local Youth Support Services and Post 16 providers**

- Full name (surname and forename),
- Unique Pupil Number (UPN),
- Date of Birth,
- Address including Postcode,
- Telephone number,
- E-mail address,
- Establishment/school name,
- Programme and level of study,
- Start and Leave date
- Destination