

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

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

We [**Staplegrave CofE 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).

If you want to see a copy of the information we hold and share about you then please contact [**Mrs Claire Law or Mrs Karen Scribbins**]

At present the School is considering the use of text messaging to inform you of key information and reminders in respect of our pupils. This may come into operation this Academic Year.

The School has a duty of care to all of their pupils, and this care comes into being everyday at the start of the school day and whilst the pupil is on school premises. In order to assist with this duty this school has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, Emergency Closure, Reminders of Holidays and Events.

To inform parents or designated carers of important issues the Text Messaging Service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the pupil's first name, no other personal data will be retained by the Texting Company.

If you require any further information please contact the School.

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

- [SiX](#) and  
<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:

- Mrs Michèle Weaver  
e-Communications Officer  
e-Learning & Information Management  
B Block,  
County Hall  
Taunton  
TA1 4DY

Email: [mmweaver@somerset.gov.uk](mailto:mmweaver@somerset.gov.uk)

Website: <http://www.six.somerset.gov.uk/cypdim/>

- 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@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.