

# PRIVACY NOTICE TEMPLATE

for

*Pupils in Primary Schools*

## Privacy Notice - Data Protection Act 1998

We **Moat Farm Junior School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold 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 you may have and relevant medical information.

## WellComm

WellComm speech and Language tool screening test results on individual children in nursery and reception may be passed to the Local Authority. These results may be matched to other data held by the Local authority and used to produce school and group level statistics. It will not be possible to identify individual pupils from the statistics.

## Triple S

The results of physical tests for individual children, e.g. a test of a child's balance, carried out as part of the Triple S program may be passed to the local authority. Pupils are able to opt out of both the physical tests and the recording of height and weight as part of the Triple S program. These results may be matched to other data held by the Local authority and used to produce school and group level statistics. It will not be possible to identify individual pupils from the statistics.

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

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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 - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact **Dr L Braznell, School Business Manager**.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[Sandwell Council website - Privacy Notice](#) or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Information Management Unit  
Sandwell Council House  
Freeth Street  
Oldbury  
West Midlands  
B69 3DE
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288