



St. Helens Council

Children & Young People's Services

PRIVACY NOTICE TEMPLATE

for

Pupils in Schools (excluding those with Academy status), Alternative Provision and Pupil Referral Units

Privacy Notice - Data Protection Act 1998

We, Garswood Primary, 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 is doing.

This information includes your contact details, national curriculum assessment results, attendance information 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 allows us to.

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

If you want to see a copy of the information about you that we hold and/or share, please contact the Head teacher, Mrs Pamela Potter.

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:

<http://www.sthelens.gov.uk/>

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites information can be obtained from the LA or DfE by contacting:

- System & Information Management Officer,
Internal Audit
St. Helens Council
Town Hall
Victoria Square
St. Helens
Merseyside
WA10 1HP

Website: www.sthelens.gov.uk

Email: dataprotection@sthelens.gov.uk

Telephone: 01744 673474

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

For the purpose of Online Payments (PPS) of dinner money, residential trips and before and after school clubs, we share with St Helens Council (The Data Processor) basic information about your child, the information we share is your child's name, address and date of birth. However, if you wish to withdraw from this at any point you will need to write into to the school for the attention of the School Business Manager.

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, no information other than your name, address and date of birth (and your parents name and address) will be passed on to the youth services provider without both you and your parent(s) being consulted. On your 16th birthday you can make this decision yourself. Please inform the Head teacher, Mrs Pamela Potter if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.

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