

PRIVACY NOTICE TEMPLATE

for

Pupils in schools, alternative provision and pupil referral units and children in early years settings

Privacy Notice - Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- support you in your transition to a post-16 provider of education or training.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning and qualifications.

Additional text for Secondary Schools/ Secondary Academies

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Barnsley MBC information advice and guidance service. This is the local authority support service for young people aged 13-19 in England. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. For more details please see [how Barnsley MBC information advice and guidance service and Primary Care Trusts use information](#).

*A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the information advice and guidance service by informing **[insert name of school administrator]**. This right is transferred to the child once he/she reaches the age 16. For more information about the services for young people, please go to our local authority website <http://iknowican.co.uk/13-over/>.*

[careers guidance- schools that pass young people's information to careers guidance services, or to the national carers service, may wish to set out details here.]

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

[For schools]

We are required by law to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

{For Academy and free school use only:} We are required, by law, to pass some information about you to the Department for education (DfE). This information will, in turn, then be made available for the use by the LA.

If you require more information about how our local authority and/or DfE collect and use your

information, please visit:

<http://www.barnsley.gov.uk/privacy-notice> and

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

If you want to receive a copy of the information about you that we hold, please contact:
[Insert name/contact details of your school administrator]

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

- Customer Feedback and Improvement Team
Barnsley Council
P O Box 634
Barnsley
S70 9GG
Tel 01226 770770
email: online@barnsley.gov.uk

- Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Website: <https://www.gov.uk/government/organisations/department-for-education>
Telephone: 0370 000 2288
Contact form: <http://www.education.g...>