

## PRIVACY NOTICE

for

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

**Henshaw Church of England Aided Primary School**

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

We, Henshaw CE Aided Primary School, are a data controller for the purposes of the Data Protection Act. We collect and hold personal information from you and may also 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 and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. If you are enrolling for post 14 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

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

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

If you want to receive a copy for the information about you that we hold or share, please contact **Julia Slater, Administration Manager**, at [admin@henshaw.northumberland.sch.uk](mailto:admin@henshaw.northumberland.sch.uk)

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

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

- our local authority at <http://northumberland.gov.uk/Default.aspx?page=10584>
- the DfE website at <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:-

Miss Suzanne Finnie  
Data and User Liaison Officer  
Childrens Services  
County Hall  
Morpeth  
Northumberland  
NE61 2EF

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