

Privacy Notice for Primary Schools

Review Date	Spring 2017		
Reviewed By	DCC and SBM		
Review Cycle	2 years		
Next Review Date	Spring 2018		

Data Protection Act 1998: How we use your information

Oakwood Junior School is a 'data controller' for the purposes of the Data Protection Act. We collect and process personal information relating to our pupils and may receive information about them from a 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
- ensure a duty of care with regard to safeguarding
- assess the quality of our services and how well our school is doing

Information we hold about our pupils 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.

We are required, by law, to pass certain information about our pupils to Derby City Council, our local authority [LA], and the Department for Education [DfE].

It may be necessary to give information to the emergency services if the need ever arose with a pupil injuring themselves or being involved in a serious incident. They are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

We will not give your personal data to anyone without your consent unless the law and our policies allow us to.

Pupils as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make their own access request, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you want to receive a copy of the information that we hold and/or share, please contact:

- The Office Manager in the school office.

If you need more information about how our local authority, the DfE and others collect and use your information, please visit:

- our local authority website - [Data Protection Act](#)
- the DfE website - [Data Protection - how we collect and share research data](#)

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Information Governance
Derby City Council
Council House
Corporation Street
Derby
DE1 2FS
Email: Information.Governance@derby.gov.uk
Tel: 01332 640763
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Tel: 0370 000 2288.