

## **Privacy Notices: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings**

### **Burnt Tree Primary School**

#### **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; and
- assess the quality of our services

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 or qualifications.

#### **WellComm (Infant and Primary Schools)**

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.

#### **Pupils from the age of 13**

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Sandwell Metropolitan Borough Council who have responsibilities in relation to the education or training of 13-19 year olds. 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.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Sandwell Metropolitan Borough Council by informing Burnt Tree school office. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website [http://www.sandwell.gov.uk/info/200295/schools\\_and\\_learning](http://www.sandwell.gov.uk/info/200295/schools_and_learning)

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

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

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

- our local authority at <http://www.sandwell.gov.uk/> or
- the DfE website at <https://www.gov.uk/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:

- Burnt Tree Primary School, Mrs Jo Evans, Head Teacher 0121-557-2967