

## **PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units**

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

We Overstone Primary School are the 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. 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<sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact Mrs Helen Ash.

If you require more information about how the DCSF and Northamptonshire County Council (NCC) store and use this data please use the following website:

- [www.northamptonshire.gov.uk/privacynotice](http://www.northamptonshire.gov.uk/privacynotice)  
(Path: Home Page | Education and Learning | Information for Schools | Children and Young People – Information Team | School Census – Pupil | Technical/ Legal Information | Privacy Notice)

If you are unable to access the website, please email NCC [imrs@northamptonshire.gov.uk](mailto:imrs@northamptonshire.gov.uk) or, alternatively, you may prefer to contact the DCSF directly using the following contact details:

- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools