



## Privacy Notice

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

We, St Josephs Catholic Primary School, Malmesbury are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We hold this personal data and use it to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information 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 will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to see a copy of the information about you that we hold and/or share, please contact in writing: Elaine Pearce (School Business Manager) or email [admin@st-josephs-malmesbury.wilts.sch.uk](mailto:admin@st-josephs-malmesbury.wilts.sch.uk). The school will have 30 days to respond to your written request unless this period falls within the Christmas/Easter/ Summer holidays when the school can extend this deadline.

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

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

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.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#Data\\_protection\\_further\\_info-Anchor-Privacy\\_Notices](http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#Data_protection_further_info-Anchor-Privacy_Notices) or

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

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:

Pip Rabbits Data and Information Sharing Manager Wiltshire Council Bythesea Road Trowbridge Wiltshire BA14 8JN email: [pip.rabbits@wiltshire.gov.uk](mailto:pip.rabbits@wiltshire.gov.uk) Telephone: 01225 713091

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

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