



## Privacy Notice: Summary of information about Pupils in Primary Schools, alternative provision, pupil referral units and early years settings.

### Data Protection Act 1998:

#### How we use pupil 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.

We will not give information about you to anyone without your consent unless the law and our policies allow us to. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office:

Ashfield junior School  
School Lane  
Bushey  
Herts  
WD23 1SR

Please be aware that a request made just before or during the long summer break may not be received in time for us to act upon it within the 21 days. While we will, of course endeavour to respond promptly, staff are available term time only. Frequent requests for information may incur a charge to cover costs.

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>

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.hertsdirect.org/services/edlearn/privsch/>  
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data/>