

Privacy Notice

Pupils in schools, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use your information

We, Laycock Primary School, 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.

We will not give information about you to anyone outside the school without your consent unless the law and our policies or rules 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 <https://bso.bradford.gov.uk/Schools/Home.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

- Information Management Team
Education Bradford
Future House
Bolling Road
Bradford BD4 7EB

Website: http://www.directoryofchildrensservices.org.uk/index.php?route=product/product&product_id=75

Email: paul.staincliffe@educationbradford.com

Tel: 01274 385638

If you want to receive a copy of the information about you that we hold, please contact:

Liz Milne, School Business Manager, Laycock Primary School, 01535 605916.