



## MANOR INFANT SCHOOL

<b>Approval By:</b> School	
<b>Review Frequency:</b> 2 years	
<b>Next Review Due:</b> January 2018	
<b>Last Reviewed:</b> January 2017	
<b>CHAIR OF GOVERNORS &amp; HEADTEACHER TO COMPLETE</b>	<i>R.E. Anderson</i>
<b>Review Approved (signature):</b>	
<b>Date Approved:</b> January 2017	

## PRIVACY NOTICE

*'Valued as Individuals, Inspired as Learners'*

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

#### Data Protection Act 1998: How we use pupil information

We, **Manor Infant School**, 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 use 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

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. *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.*

*A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Portsmouth City Council by informing **Mrs Kenward in the 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.portsmouth.gov.uk/>.*

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 receive a copy of the information about your son/daughter that we hold, please contact:

**Mrs Kenward at the Manor Infant School and Nursery office**

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

We also pass information to GPs, health services such as the school nurse or Management Information services. We also pass information to 'Teachers 2 parents' who provide the school texting/email service parents. For parents with children in the Nursery and Early Years, we pass your information to '2 Build a profile' who provide reports of your child's progress on a regular basis. If you wish to opt out of this please contact the school administrator (details below).

**Mrs Kenward 02392 820548**

Information will be passed to the Library Service to enable them to issue all Reception year pupils with their own library card.

Daily attendance will be shared with the Portsmouth Local Authority's commissioned service called 'Welfare Call Ltd' for all Portsmouth Looked After Children attending this school.

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.portsmouth.gov.uk/> and search for "privacy notice";  
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>