



## **Lymington Junior school**

### **Privacy Notice – Pupils and Families - Data Protection Act 1998**

#### **How we use pupil information**

We, Lymington Junior School, are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school, the local authority - Hampshire County Council and/or the Department for Education. 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.

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 the school office – the named contact for such enquiries is Mrs Jane Lavis, the school's Admin. Officer.

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 have local arrangements in place where the school exchanges information with the school nurse, the extended schools provider (before and after school clubs), and other local schools.

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-pupildatabase-requests-received>

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:

**For Hampshire County Council:**

The County Council has their own privacy notice, which can be accessed via the following link:

[http://www3.hants.gov.uk/hcc\\_csd\\_privacy\\_notice\\_-\\_generic\\_sept\\_2014\\_-2.doc](http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc)

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

**and For the DfE:**

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

If you are unable to access these websites, a copy of the information can be sent to you. Please contact the LA or DfE as follows:

- Data Protection Team Children's Services Elizabeth II Court (North)

The Castle  
WINCHESTER  
SO23 8UQ

Website: <http://www3.hants.gov.uk/learning> email: [childrens.services.dp@hants.gov.uk](mailto:childrens.services.dp@hants.gov.uk) Telephone: 01962 845320

- 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