

PRIVACY NOTICE for pupils in primary schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We **St. Thomas' C of E Primary School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Third Party organisations

We use Scholar Pack as our pupil management system for recording pupil data. Their details are Histon House Limited, Unit 30 Basepoint, Crab Apple Way, Vale Park, Evesham. WR11 1GP Their website address is: www.scholarpack.com

Our school text messaging service is provided by Teachers2Parents Ltd, Floor 1, 65 Bedford Street South, Leicester LE1 3JR. We provide parents mobile telephone numbers to the company to enable us to send text messages to parents/guardians. Their website address is: www.teachers2parents.co.uk.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact **Mrs Lesley Blamire, School Administrator, St. Thomas' C of E School, Kendal Green, Kendal, Cumbria LA9 5PP. Tel: 01539 737373**

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/schools/privacynotice.asp>
and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Business Systems and Information Management Team
Children's Services
5 Portland Square
Carlisle
CA1 1PU
website: www.cumbria.gov.uk/childrensservices
email: shaun.smith@cumbriacc.gov.uk
tel: 01228 226860

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

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- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288