

Hemblington Primary School



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Privacy Notice – Students - Data Protection Act 1998

The Yare Education Trust is the Data Controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our students 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 students' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school and the Trust, as a whole, is doing

This information will include contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us and personal characteristics such as ethnic group, any special educational needs a student may have as well as relevant medical information.

Information may be shared with other agencies where we have a duty to work together in the best interests of the child or young person. Such information sharing is in line with the law and the information sharing guidance issued by the DfE. Further information can be found on the DfE's website -

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/>

In addition, The Yare Education Trust may pass such data as is necessary to contractors operating our online systems to enable accounts for students to be set up and operated.

We will not give information about our students 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 Hemblington School Office (01603 713243).

We are required, by law, to pass some information about our students to the DfE. This information will, in turn, then be made available for use by the LA.

The DfE may also share student 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.

The Yare Education Trust is a charitable company limited by guarantee, registered in England and Wales with company number 10301555. The registered office is at Thorpe St Andrew School and Sixth Form, Laundry Lane, Thorpe St Andrew, Norwich, Norfolk, NR7 0XS.



Decisions on whether the 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 student 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.

yareeducationtrust.org.uk/data-protection/

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) student 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 the LA and/or DfE collect and use your information, please visit:

- the LA at <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>;

or

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