



## **William Alvey School**

### **Privacy Notice**

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

We 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, and 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 do not give information about our pupils to anyone without your consent unless the law instructs us to do so.

If you want to see a copy of the information that we hold about your child, please contact the school.

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

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows us to do so, and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases the 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 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.