

Privacy Notice - Data Protection Act 1998

We, **Hobayne 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.*

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

We are required by law to pass some information about you to the Local Authority, the Department for Education (DfE) and Harrison Catering Company.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Hyde at the school.

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:

http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice

and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

Harrison Catering use your information to ensure that pupils entitled to the Universal Meal Entitlement are catered for and to assist with the administration of meal arrangements.

If you require further information about how Harrison Catering store and use your information please contact:

- The Cash Systems Manager
Harrison Catering Services Ltd
Orion Park
Northfield Avenue
London W13 9SJ
Tel: 020 8280 0319

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Officer
Perceval House
14-16 Uxbridge Road
Ealing W5 2HL
Tel: 020 8825 8282
email: dataprotection@ealing.gov.uk
- Public Communications Unit, Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Website: www.education.gov.uk
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. In Ealing this service is called Connexions. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.
