



## Privacy Notice for Pupils in Primary Schools, Early Years Settings, Alternative Provision and Pupil Referral Units

### Privacy Notice - Data Protection Act 1998

Pottery Primary School are the 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. 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 information <sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs Garnett (Office Manager).

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) and
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>  
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

If you are unable to access these websites, please contact the LA or the DfE as follows:

Data Protection/Freedom of Information Officer  
Children and Younger Adults Department  
Derbyshire County Council  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

website: [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)  
email: [tony.smith@derbyshire.gov.uk](mailto:tony.smith@derbyshire.gov.uk)  
tel: 01629 536470

Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
tel: 0870 000 2288.