

## PRIVACY NOTICE

### *For Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998**

Hindley Junior and Infant School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school/Nursery and the Learning Records Service. We hold this personal data to:

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

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the school office if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***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 the school office.

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

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

---

<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

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

- Education Business Intelligence Unit  
Wigan Council  
Waterside House  
Waterside Drive  
Wigan  
WN3 5AZ  
Tel: 01942 486197

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288