

# St Lawrence CE Primary School



## Privacy Policy for Pupils

---

Ref : STLAW.017  
Version 3.0

**Revised: May 2018**

**Consultation with staff and Governors**

**and adoption of policy: Summer Term 2018**

**Review date: Summer Term 2021**

## **1. Privacy Notice for Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings and Children in Care**

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

We at St Lawrence C.E 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 information<sup>1</sup> 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 and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Amanda Care, School Business manager.

---

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

## **1.2. Children in Care**

Telford & Wrekin Council hold personal data about our children in care or those children to whom we provide services, and use this data to:

- Support children and monitor their progress;
- Provide appropriate support and pastoral care; and
- Assess how well the Local Authority (LA) as a whole is doing.

This information includes personal characteristics and details for the services we provide. We are required to pass on some of this information (but not the names of individual children) to the Department for Education (DfE) who use it to help with their policy development, LA performance management and funding and to assist with the development of good practice.

If you want to see a copy of the information we hold and share about you then please contact Safeguarding (Adults & Children), Telford & Wrekin Council, The Mount, 1 Haygate Road, Wellington, Telford, TF1 1QX. Telephone: (01952) 385090.

### 1.3. General Information

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.telford.gov.uk/downloads/file/3347/privacy\\_notice](http://www.telford.gov.uk/downloads/file/3347/privacy_notice)

and

[http://www.education.gov.uk/schools/adminandfinance/school\\_admin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data](http://www.education.gov.uk/schools/adminandfinance/school_admin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data)

[http://www.education.gov.uk/schools/adminandfinance/school\\_admin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to](http://www.education.gov.uk/schools/adminandfinance/school_admin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to)

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:

- School Organisation, Admissions & Planning  
Telford & Wrekin Council  
Family & Community Services  
Civic Offices  
Coach Central  
Telford  
TF3 4HD  
Website: [www.telford.gov.uk](http://www.telford.gov.uk)  
email: [schoolorganisation@telford.gov.uk](mailto:schoolorganisation@telford.gov.uk)  
Telephone: 01952 380932
- 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: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

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.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm)

### Approval Information - Governors

|           |                                    |
|-----------|------------------------------------|
| Position  | Chair of Governors/Parent Governor |
| Name      | Mr Paul Evans                      |
| Signature |                                    |
| Date      |                                    |

|           |                 |
|-----------|-----------------|
| Position  | LA Governor     |
| Name      | Mrs Helen Ashby |
| Signature |                 |
| Date      |                 |

|           |                     |
|-----------|---------------------|
| Position  | Foundation Governor |
| Name      | Rev H Morby         |
| Signature |                     |
| Date      |                     |

|           |                     |
|-----------|---------------------|
| Position  | Foundation Governor |
| Name      | Mrs P Jones         |
| Signature |                     |
| Date      |                     |

|           |                   |
|-----------|-------------------|
| Position  | Co-opted Governor |
| Name      | Mrs Alison Moore  |
| Signature |                   |
| Date      |                   |

|           |                       |
|-----------|-----------------------|
| Position  | Co-opted Governor     |
| Name      | Mrs Rachel Voiculescu |
| Signature |                       |

|           |                   |
|-----------|-------------------|
| Position  | Staff Governor    |
| Name      | Mr Laith Al-Asmar |
| Signature |                   |

### Approval Information - School

|           |                        |
|-----------|------------------------|
| Position  | Executive Head Teacher |
| Name      | Miss Helen Osterfield  |
| Signature |                        |
| Date      |                        |

|           |                                  |
|-----------|----------------------------------|
| Position  | Head of School / Class 1 Teacher |
| Name      | Mrs Alison Moore                 |
| Signature |                                  |
| Date      |                                  |

## Privacy Policy for Pupils

---

|           |                   |
|-----------|-------------------|
| Position  | Class 2 Teacher   |
| Name      | Mr Laith Al-Asmar |
| Signature |                   |
| Date      |                   |

|           |                     |
|-----------|---------------------|
| Position  | Class 3 Teacher     |
| Name      | Mrs Claire Standish |
| Signature |                     |
| Date      |                     |

|           |                     |
|-----------|---------------------|
| Position  | Class 1 & 3 Teacher |
| Name      | Mrs Emily Barker    |
| Signature |                     |
| Date      |                     |

|           |                         |
|-----------|-------------------------|
| Position  | School Business Manager |
| Name      | Mrs Amanda Care         |
| Signature |                         |
| Date      |                         |

|           |                      |
|-----------|----------------------|
| Position  | School Administrator |
| Name      | Mrs Michelle Stevens |
| Signature |                      |
| Date      |                      |

|           |                 |
|-----------|-----------------|
| Position  | HLTA            |
| Name      | Mrs Kerry Tudor |
| Signature |                 |
| Date      |                 |

|           |                                       |
|-----------|---------------------------------------|
| Position  | Cover Supervisor/Lunchtime Supervisor |
| Name      | Mrs Tracey Jenkins                    |
| Signature |                                       |
| Date      |                                       |

## Privacy Policy for Pupils

---

|           |                                       |
|-----------|---------------------------------------|
| Position  | Cover Supervisor/Lunchtime Supervisor |
| Name      | Mrs Caroline Sankey                   |
| Signature |                                       |

|           |                                       |
|-----------|---------------------------------------|
| Position  | Cover Supervisor/Lunchtime Supervisor |
| Name      | Mrs Heather Kynaston                  |
| Signature |                                       |
| Date      |                                       |

|           |                    |
|-----------|--------------------|
| Position  | Teaching Assistant |
| Name      | Mrs Anita Pollard  |
| Signature |                    |
| Date      |                    |

|           |                    |
|-----------|--------------------|
| Position  | Apprentice         |
| Name      | Miss Olivia Meakin |
| Signature |                    |
| Date      |                    |