



## KEXBOROUGH PRIMARY SCHOOL

### PRIVACY NOTICE

for

*Pupils in Schools*

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

We Kexborough 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;
- Assess how well your school is doing and
- Support a young person in their transition to a post 16 provider of education or training.

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.

#### **CCTV**

The school has CCTV cameras in some areas of the school grounds and buildings to help keep everyone safe and to protect the school's property. These cameras may record images of pupils, staff and visitors during the school day. Only authorised members of staff can access CCTV recordings and they will only do so if there is a good reason, such as investigating an incident. The school uses CCTV in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Recordings are kept for a maximum of 14 days and may be shared with the police or other authorities if necessary.

***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 the School Office on 01226 382288.

If you require more information about how the Local Authority (LA) and/or DfE store and use your

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<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. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

information, then please go to the following websites.

LA:

<http://www.barnsley.gov.uk/privacy-notice> and

DfE:

<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>

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  
Directorate for Children, Young People and Families  
Corporate Mailroom, PO Box 634, Barnsley, S70 9GG  
Website: [www.barnsley.gov.uk](http://www.barnsley.gov.uk)  
Email: [cypf@barnsley.gov.uk](mailto:cypf@barnsley.gov.uk)  
Telephone: 01226 774576
- 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