

General privacy notice

In accordance with the Data Protection Act 1998, when a school collects personal data about a person it must make that information available to the individual. Schools can use this template privacy notice to detail to parents, pupils and staff about how their personal data may be collected and used.

The school workforce

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, St Buryan Academy Primary School. This is for employment purposes to assist in the running of the school, and to enable individuals to be paid.

The personal data we collect from our school workforce includes names, national insurance numbers, and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

The collection of personal information will benefit both national and local users by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

We will not share information about you with third parties without your consent, unless the law allows us to. We are required, by law, to pass on some personal information to our LA and the DfE.

If you require more information about how we and/or the DfE store and use your personal data, please visit our website, www.stburyanacademy.com, the Gov.UK [website](#), or our [Data Protection Policy](#).

Pupils and their families

The Data Protection Act 1998: How we use your information

We process personal data relating to pupils and their families at St Buryan Academy Primary School and may also receive information regarding them from their previous school, LA and/or the DfE. We use this personal data to:

- Support our pupils' learning.
- Monitor and report on their progress.

- Provide appropriate pastoral care.
- Provide statutory services, e.g. assessment for free school meals eligibility.
- Protect and safeguard our pupils.
- Assess the quality of our services.

The personal data we collect includes contact details, national curriculum assessment results, attendance information, any exclusion information, data regarding their next school or educational institution, and personal characteristics such as ethnic group, any special educational needs and disabilities (SEND) they may have, and relevant medical information.

We are required to pass on certain personal information to our LA and the DfE. Our LA uses personal information about pupils to whom it provides its services, in order to carry out its statutory functions; this may include a SEND assessment, assessment for free school meals eligibility, the admissions process, or to provide information for support services. The LA also uses personal information to derive statistics which inform future decisions and assessments of the performance of the school.

The LA may also share information with other organisations where appropriate, and in accordance with the Data Protection Act 1998; this includes, but is not limited to, the following:

- Primary care trusts
- The police
- Providers of youth support services in the area
- Other LAs
- Further educational institutions

The DfE may also share pupil level personal data supplied to them with third parties, though this will only occur where it is a legal requirement and in compliance with the Data Protection Act 1998. Decisions regarding whether the DfE releases this personal data to third parties are subject to a robust approval process, and are based on a detailed assessment of the person who is requesting the data, why it is required, the level and sensitivity of data requested, and the arrangements in place for storing the data. To gain access to pupil level personal data, requestors must comply with the terms and conditions surrounding the confidentiality and handling of data, security arrangements, and retention and use of data.

Parents are able to request that only their child's name, address and date of birth is passed to the LA, by informing **Mrs. Tina Care, administrator**. Once pupils reach 16 years old, this right is transferred to them rather than their parents. For more information regarding services for young people, please visit our LA's website: **www.cornwall.gov.uk**

We will not pass on data about a pupil or their family to anyone outside the school without the individual's consent, or unless the law requires us to do so. If you would like to receive a copy of the information held about yourself, or about your child, please contact **Tina Care** on **01736 810480**.

If you are concerned that any information held about you or your family is incorrect or out-of-date, you are able to request that the data is amended. To do so, please contact **Tina Care** on **01736 810480**.