



Privacy Notice- Hall Meadow Primary School

PRIVACY NOTICE – Short Version

Pupils in Schools, Alternative Provision & Pupil Referral Units
and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Hall Meadow Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's school is performing

What information does the school hold?

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

Who has access to the information?

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.

However, please note that we are required by law to pass some of your child's information to the local authority, North Northamptonshire County Council (NNCC) and the Department for Education (DfE).

Can I see the information that the school holds?

If you want to see a copy of the information we hold and share about your child then please contact Miss Jane Berwick, our School Bursar.

Where can I find out more about what NCC and the DfE use the information for?

If you require more information about how NNCC and the DfE hold and use your child's information, then please use the following websites:

Note: The above page may be updated throughout the year and parents are responsible for checking for any changes, particularly in terms of how the data is used and shared.

If you are unable to access the DfE website, please use the following information:

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

Website: www.education.gov.uk

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

Telephone: 0870 000 2288

Additional Information for Secondary Schools and Middle Deemed Secondary Schools.

Once pupils are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the pupil's and the parent's names and addresses, and any further information relevant to the support services' role.

However, the pupil (if aged 16 or over) and parent can ask that no information beyond name and address be passed to the support service. Please inform Miss Jane Berwick if you wish to opt-out of this arrangement.

For more information about young peoples' services, please use the Government's Young People pages.

Privacy & Data Protection

We provide a Privacy and Data Protection Policy which you will find under our Home menu item.

This informs you about how we collect, store, manage and use any personal information gathered through our website.

www.hallmeadow.org

Contact Us

School Address:

Hall Meadow Primary School
Packer Road
Kettering
Northants
NN15 7RP

To arrange a visit to the school or have a general question to ask then please contact our Administrators, Mrs Tina Church or Miss Patricia Costello, by telephone.

Phone: 01536 417627