

# Little Hadham Primary School



'Believing and Achieving'

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Headteacher : Mrs E Stockley N.P.Q.H.

Dear Parents/Carers

## Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

The school uses SIMS for data collection. This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. This information follows the child on to their next school and is securely transferred via a government portal.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Erswell in the school office.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data,

requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

School policy is that all parent emails are blind copied through the school's 'admin' email address, unless there is a safeguarding concern, when this would require a direct contact.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.hertsdirect.org/services/edlearn/privscho/or>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

From time to time, we check that the details we hold for your child(ren) are current. Please ensure that we are kept informed of any changes to Emergency Contacts and any other key information.

*E Stockley*

Mrs E Stockley

Head Teacher - May 2018

