



PRIVACY NOTICE

Pupils in Plymouth CAST Primary Schools and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Plymouth CAST at Boniface House, Ashburton, Newton Abbot TQ13 7JL** are the 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 ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number 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 Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information we hold and share about you then please contact the Data Protection Co-ordinator Helen Bridges.

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:

Local Authority: <http://www.devon.gov.uk>

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.



If you are unable to access these websites, please contact the LA or DfE as follows:

DfE

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

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

Telephone: 0370 000 2288

LA

**Information Compliance Office
Information Management Office
Devon County Council
Room L10
County Hall
Exeter
Devon
EX2 4QX**