



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

Poplar Farm 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, and
- Assess how well your school is doing
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children
- Contact details will be shared with the LA for the purpose of the provision of information about the Primary School application process (for Early Years Settings only)

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.

***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 about you that we hold and/or share, please contact the school administrator at [enquiries@citacademies.co.uk](mailto:enquiries@citacademies.co.uk)

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:

<http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/> and <http://www.education.gov.uk/researchandstatistics/stats/schoolcensus/a0064418/privacy-notices-for-the-school-census>

<http://www.education.gov.uk/researchandstatistics/stats/earlyyearsensus/a0064459/early-years-census-privacy-notices>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/wh-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information.

## Poplar Farm School **Privacy Notice Data Protection Act 1998**

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.

Please contact the LA or DfE as follows:

[InformationGovernance@lincolnshire.gov.uk](mailto:InformationGovernance@lincolnshire.gov.uk)

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

You can find out more information and advice for young people in Lincolnshire at:  
<https://www.facebook.com/teeninfoLinCS> or <http://www.lincolnshire.gov.uk/teeninfoLinCS/>

You can find out more about how Lincolnshire County Council use your data at:  
<http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection?tab=downloads>

You can read a copy of the Education and Skills Act 2008 at [www.legislation.gov.uk](http://www.legislation.gov.uk)

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm)

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**Date Published: March 2018**

**All policies are currently being ratified as appropriate by The Local Governing Body**

