



Llangrove CE Academy
Llangrove
Ross-on-Wye
Herefordshire
HR9 6EZ

T: 01989 770322
M: 07938 355734
E: admin@llangrove.hereford.sch.uk
W: llangrove.hmfa.org.uk

Dear Parents/Carers

Privacy Notice - Data Protection Act 1998: How we use pupil information

We Llangrove CE Academy are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

This information includes your contact details, national curriculum assessment results, attendance information, 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. If you want to receive a copy of the information about you that we hold or share, please contact the school.

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 of the LA. This information will, in turn, then be made available for use by the LA.

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.

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 <https://www.herefordshire.gov.uk/government-citizens-and-rights/data-protection-and-freedom-of-information/website-privacy-policy/how-do-you-use-information-about-children>

or

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