



Gladstone Primary Academy

General Data Protection Regulation (2018): We collect and hold personal information relating to our pupils, and their families, 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
- assess the quality of our service
- safeguard pupils

This information may include their:

- contact details e.g. names, addresses
- characteristics e.g. ethnicity, nationality, country of birth
- national curriculum assessment results
- attendance information e.g. number of absences and absence reasons
- behaviour information e.g. exclusions
- any relevant medical information
- information relating to special educational needs

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so however 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.

If you want to receive a copy of the information about your son/daughter that we hold, please contact the Data Team at DataTeam@tda.education

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.peterborough.gov.uk/council_and_democracy/data_protection_act_1998/about_the_dpa_1998.aspx

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