

Privacy Notice

Data Protection Act 1998 : How we use your information

We Olive Hill Primary School are the data controller for the purposes of the Data Protection Act. We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold 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

Information about our pupils that we hold 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.

Where you have a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems.

Where you have been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at Dudley MBC. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties'.

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

If you want to see a copy of the information we hold and share about you then please contact **The School Office**. If you require more information about how the school collects and uses your information, then please go to the school website:

www.olive.dudley.sch.uk

If you are unable to access this website a copy of this information can be sent to you

We are required by law to pass some information about you 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 data.

For more information on how this is sharing process work, 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 LA and/or DfE collect and use your information, then please go to the following websites:

Dudley MBC

Dudley MBC website > Resident > Learning – School > Schools and Colleges > Information and Advice

<http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/information-and-advice/>

If you are unable to access this website a copy of this information can be sent to you. Please contact:

Principal Information Security Officer.
Dudley MBC
Directorate of Resources & Transformation
ICT Services
The Council House
Priory Road
Dudley
West Midlands
DY1 1HF

Department for Education

What the Department does with pupils' and children's data

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

If you are unable to access this website. Please contact the DfE as follows:

Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>
Telephone: 0370 000 2288
Fax: 0161 600 1332

The national helpline is open between Monday and Friday, 9.00am to 5.00pm.

Black Country Partnership NHS Foundation Trust

Delta House
Delta Point
Greets Green Road
West Bromwich
West Midlands
B70 9PL

General Enquiries: 0845-146-1800

Fax: 0121-612-8090

E-mail: enquiries@bcpft.nhs.uk

Other Contacts : <http://www.bcpft.nhs.uk/contact-us/contacting-us>