



St John's Primary School

Privacy Notice

Data Protection Act 1998: How we use pupil information

St John's Academy is a registered Data Controller under the Data Protection Act 1998. We collect and hold personal information relating to our pupils 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; and
- assess the quality of our services

This information will include parents'/carers 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.

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

If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Emma Graham in the school office on 01491 837305 or office.2567@st-johns.oxon.sch.uk

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by Oxfordshire County Council.

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 Oxfordshire County Council and/or DfE collect and use your information, please visit:

- Oxfordshire County Council <https://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice>

Address: Oxfordshire County Council Subject Access Requests (SAR) FIS PO Box 876 Oxford OX1 9PB; or

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