



## Privacy Notice: Notice to pupils and parents

### Data Protection Act 1998: How we use pupil information

We, Five Rivers Multi Academy Trust (accountable body for Tinsley Meadows Primary Academy and Abbeyfield Primary Academy), 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.

This information includes your contact details, national curriculum assessment results, attendance information [1] 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 we require any further information about you or your parent, we will explain the reason for this, tell you who we are sharing it with (if applicable) and we will ask you (or your parent) to sign a consent form before any information is used or shared. Once we have used your information for the purpose intended we will destroy this information swiftly and securely.

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 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 the local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.sheffield.gov.uk>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You have the right to complain to the Information Commissioner's Office (ICO) if you believe that there is a problem with the way in which your data is being handled: <https://ico.org.uk/>

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

- Deborah Sanderson (Head of School) if you are a pupil at Tinsley Meadows Academy
- Helen Best (Principal) if you are a pupil at Abbeyfield Primary Academy

[1] Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.