

# PRIVACY NOTICE TEMPLATE

For

*Pupils in Schools, Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings*

**Warden House Primary School**



## 1. Privacy Notice - Data Protection Act 1998

We, **Warden House Primary School**, 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, Kent County Council (KCC) and the Learning Records Service.

## 2. How we use your personal information

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,
- Assess how well your school is 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. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

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.

## 3. Information that may be shared with other schools and colleges

General progress data may be shared with other schools in the local collaboration or across the Multi-Academy Trust. Data will not include information where an individual child can be identified.

## 4. How we keep your information safe

**Warden House Primary School** keep information about you on computer systems and also sometimes on paper. We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

## **5. Need to know more about how we process your information?**

If you need more information about how **Warden House Primary School** uses your information or to see a copy of your personal information, please contact **Mrs White, School Secretary**.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact:

Information Resilience & Transparency Team  
Room 2.71  
Sessions House  
Maidstone, Kent  
ME14 1XQ  
Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

To view KCC's Privacy Notice, please follow this link on the KCC website: <http://www.kent.gov.uk/about-the-council/about-the-website/privacy-policy>

## **7. Need more information about young peoples' services?**

For more information about young peoples' services, please go to <http://www.kent.gov.uk/education-and-children/young-people> or the KCC website at [www.kent.gov.uk](http://www.kent.gov.uk)