

## MARSHFIELDS SCHOOL

### Privacy Notice for Pupils in School



#### Privacy Notice – Data Protection Act 1998

We, Marshfields 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 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 and personal characteristics such as your ethnic group, any special 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 taken.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the LA who have responsibilities in relation to the education of or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post 16 education and training providers in order to secure appropriate services for them. A parent/guardian can only request that **only** their child's name, address and date of birth be passed to Peterborough City Council by informing the school office. This right is transferred to the child once he / she reaches the age of 16.

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

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and / or share, please contact:

Janet James  
Headteacher  
Marshfields School  
Eastern Close  
Dogsthorpe  
Peterborough  
PE1 4PP  
Telephone: 01733 568058  
Email: [office@marshfields-sch.co.uk](mailto:office@marshfields-sch.co.uk)

If you require more information about how the Local Authority (LA) and / or DfE store and use your information, then please go to the following websites:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

and

[http://www.peterborough.gov.uk/council and democracy/data protection act 1998/about the dpa 1998.aspx](http://www.peterborough.gov.uk/council%20and%20democracy/data%20protection%20act%201998/about%20the%20dpa%201998.aspx)

If you are unable to access these websites we can send you a copy of this information.  
Please contact the LA or DfE as follows:

- Schools Systems Manager  
Peterborough City Council  
Telephone: 01733 864577
  
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288