



Mary Dean Avenue
Tamerton Foliot
Plymouth
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Head Teacher: Mrs Tracey Jones B.Ed (Hons) NPQH

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Dear Parent or Carer ,

The Data Protection Act is changing to the 'General Data Protection Regulation' on 25th May 2018. In view of this change we would like all parents to sign and confirm that they have read and understood the following information about what data is held by school, by signing and returning the slip below.

This form must be returned for all pupils.

Mary Dean's CE Primary School is the Data Controller for the purposes of the General Data Protection Regulation. The categories of pupil information that we collect, hold and share includes:

- **Personal information** (such as name, unique pupil number, address, date of birth, gender),
- **Characteristics** (such as ethnicity, language, nationality, country of birth and free school meal eligibility),
- **Attendance information** (such as sessions attended, number of absences and absence reasons),
- **Assessment information**
- **Special educational needs information,**
- **Exclusions/behavioural information**
- **Relevant medical information.**

We use the pupil data:

- To support pupils' learning;
- To monitor and report on pupils' progress;
- To provide appropriate pastoral care,
- To assess the quality of our services
- To comply with the law regarding data sharing.

We collect and use pupil information under the Education Act 1996 and under article 6 and article 9 of the General Data Protection Regulation where data processed is special category data.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us, or if you have a choice in this. We hold pupil data for a period of time in line with Local Authority guidance.

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- The relevant Local Authority
- The Department for Education (DfE)
- NHS
- School Nurse
- In-school organisations eg PTFA, After School Club

We use a third party, **SchoolMoney**, to communicate with parents and carers. They hold the following data:

- Personal information for pupils
- Telephone number
- Email address

Our school meal provider, CaterEd, holds the same information.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority (LA), and the Department for Education (DfE) under section 3 of the Education Regulations 2013.

We may also be required to share information with Children's Services and the Police in order to safeguard children.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Yours sincerely,

Mrs T Jones

Head Teacher



General Data Protection Regulation May 2018

Child's Name:

Class:

I have read and understood that the school holds and shares data in line with school policy and statutory requirements.

Parent/Carer's Signature.....

Date:

Name: (please print)

