

# PRIVACY NOTICE

for

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

## Privacy Notice - Data Protection Act 1998

We **Millwood School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

**Public Health Services** - For pupils aged 5 to 16 years, the Local authority Childrens services department from information already supplied by schools to the local authority will pass on basic demographical information to the Public Health service, for the sole purpose of Public Health using the information for organizing, developing and monitoring child immunization programs, to ensure that all parents and pupils receive prompt and accurate details of information in respect of their childs immunizations. The school information that will be provided for this purpose will be the name and address of the pupil and their parents and school attended. In addition, the date of birth of the pupil is supplied.

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

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

If you want to receive a copy of the information about you that we hold or share, please contact **Alison Wilkinson, School Business Manager on tele no 0161 724 2266.**

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.bury.gov.uk/index.aspx?articleid=3500> or

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

If you cannot access these websites, please contact the LA or DfE as follows:

- Children's Data Team  
Bury Council  
3 Knowsley Place  
Duke Street  
Bury  
BL9 0EJ  
Email: [childrensdatateam@bury.gov.uk](mailto:childrensdatateam@bury.gov.uk)
- 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