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Data Protection (GDPR) May 2018: How we use your information

We, Little Paxton Primary School, process personal information relating to our pupils and may receive information about them from their previous school, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care; and
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to. 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 Local Authority. The DfE may also share pupil level personal data that we supply to them with third parties, this is in statistical form. This will only take place where legislation allows it to do so and is in compliance with the Data Protection Act 1998.

Decisions on whether the 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>

Little Paxton Primary School

Headteacher: Mrs N Moore B.Ed Hons Mus NPQH

Gordon Road, Little Paxton, St Neots, Cambridgeshire, PE19 6NG

Tel: 01480 375600 Email: office@littlepaxton.cambs.sch.uk Web: www.littlepaxton.cambs.sch.uk