

Sunshine Infant and Nursery School

Pupil Privacy Notice (for grown-ups)

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, the local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupil's 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, 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 any relevant medical information.

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 if you have a choice in this

We hold pupil data until the child reaches 16 or in accordance with Walsall Children's Safeguarding Board's retention policy.

We do not share information with anyone without consent unless the law and our policies allow us to do so.

We share pupil's data with the DfE on a statutory basis. This data sharing underpins school funding and educational policy and monitoring,

We are required to share information about our pupils with the local authority, Department of Education under section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.