

## 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 at the **Leicester Islamic Academy** are the 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, Leicester City Council and other statutory bodies. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Contribute to improving your child(ren)'s health and reducing inequalities
- Statistical forecasting and planning; and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup>, modes of travel and personal characteristics such as your ethnic group, any special educational 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 undertaken.

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

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

From time to time the school is required to pass on some of this data to organisations such as and within the Local Authority who are a data controller for the information they receive. The data must only be used for specific purposes allowed by law.

The Local Authority (LA) uses information about children and families for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs or the provision of careers advice and other support services.

The Local Authority wants to be able to provide appropriate, timely and effective services - it is important for them to co-ordinate what they do for you properly. To do this, they share basic information such as name and address between services within the Local Authority. This is so that they can keep information as up-to-date as possible and so that they can improve their services to you.

Even though systems are joined-up locally, the authority will ensure that staff within the council can only access the information they need to do their job.

In accordance with Regulations 23 and 35 of the Representation of the People Regulations (2001), the basic details of young people aged 16+ are used by the local authority for the purposes of encouraging

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

registration and verifying identity prior to entry on the Register of Electors.

The Local Authority also uses information to derive statistics to inform decisions and to assess the performance of schools and set targets for schools. Statistics are used in such a way that individual children cannot be identified.

If you want more information related to the themes covered in this notice, please visit our website [www.lia.uk.net](http://www.lia.uk.net) or to see a copy of the information about you that we hold and/or share, please contact the Senior Information Risk Officer (SIRO) and Data Protection Officer Mrs S Suleman via reception.

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:

**For Leicester City Council:**

The Leicester City Council has their own privacy notice, which can be accessed via the following link. To see how your information is used please visit the relevant section of the local authority website. <https://www.leicester.gov.uk/media/177771/privacy-notice-for-pupils-in-schools.pdf>

**For the DfE:**

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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:

Information Governance  
Information & Support  
Leicester City Council  
Bosworth House  
9-15 Princess Road West  
Leicester  
LE1 6TH  
Website: [www.leicester.gov.uk](http://www.leicester.gov.uk)  
Telephone: 0116 454 1300  
E-mail: [info.requests@leicester.gov.uk](mailto:info.requests@leicester.gov.uk)

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Telephone: 0370 000 2288  
E-mail: <http://www.education.gov.uk/help/contactus>

**In addition for Secondary Schools (and in light of future expansion)**

Once you are aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Mrs S Suleman in writing via reception if you or your parents wish to opt-out of this arrangement.