



Eldon Grove Academy

Eldon Grove

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Y6 Transition Tool Privacy Notice for Pupils and Parents/Carers

Eldon Grove Academy is the data controller of the personal information that we collect, hold and share about you and your child(ren). This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. We are registered as a data controller with the Information Commissioner's Office (ICO) with the following data protection registration number ZA198392.

The categories of pupil and parent/carers information that we collect, hold and share include but are not limited to:

- Personal information (such as name, unique pupil number and address, parent's national insurance number)
- Contact details and preference (addresses, contact telephone numbers, email addresses)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as data scores, phonics results, tracking, internal and external testing)
- Relevant medical and administration information (such as NHS information, medication, dietary requirements, allergies, health and dental checks, physical and mental health care, immunisation programme and doctors information)
- Special educational needs information (including the needs and ranking, Education, Health and Care Plans, applications for support, care or support plans)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information
- Exclusion information (including any relevant alternative provision)
- Catering and free school meal management
- Passport information (residential trips out of the UK)
- Photographs (for internal safeguarding and security purposes, newsletters, social media and promotional purposes)
- Payment details (not bank details)

Why do we collect and use this information?

Eldon Grove Academy is obliged to collect and use personal information about pupils and their families. We use pupil and parent/carers data :

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and medical care
- for safeguarding and pupil welfare purposes
- to administer pupil admissions waiting lists
- for research purposes
- to inform you about events and other things happening in the school
- to assess the quality of our services
- to comply with the law
- to meet the statutory duties placed upon us by the Department of Education

At the point of transition to secondary school, we are legally required to transfer information as described in The Education (Pupil Information) (England) Regulations 2005. This includes information relating to:

- Pupil Identifiers such as name, date of birth, gender;
- Basic Details including characteristics such as language, disabilities, ethnicity, medical flags;
- Free School Meal Eligibility including dates of entitlement;
- Looked After Child flag;
- Service Child flag including any concerns;
- Special Educational Needs such as the type of provision your child receives and the needs your child has;
- Address Details including phone and email addresses;
- Contact Details including address, phone numbers and email addresses;
- Assessments including a history of assessments from early years onwards.
- School History including schools attended, dates attended and why your child left the previous schools.

In addition, in order to further support transition, information in the following areas may be shared if held and if consent is provided by the parent/carer:

- Learning style;
- Social & emotional development and behaviour;
- Punctuality;
- Early Help/Social Care involvement;
- Child and family Circumstances;
- Home to School Partnership arrangements;
- Friendship groups.

Please also view our standard Privacy Notice at

<http://www.eldongroveacademy.co.uk/school/information/privacy-and-copyright/>