



Privacy Notices Information about pupils in schools

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, 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

Information about our pupils that we hold 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. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you want to receive a copy of the information about you that we hold, please contact the School Office.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.luton.gov.uk> [link to Information we Hold:How we sure your data]
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact:

Information Governance Team
Chief Executive's Department
Luton Borough Council
Town Hall, First Floor Annex, Luton LU1 2BQ

Email: Feedback@luton.gov.uk

Telephone: 01582 546398