



Privacy Notice

School Name: Ashfield Junior School

High Street

Workington

CA14 4ES

admin@ashfield-jun.cumbria.sch.uk

Data Protection Officer: Mr Andrew Wallam

We, Ashfield Junior School, collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

Support your teaching and learning;

Monitor and report on your progress;

Provide appropriate pastoral and safeguarding care; and

Assess how well our school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as gender, ethnic group, special educational needs, access to free school meals or pupil premium and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education. We also use the following companies to support our information management in school:

Scholarpack: pupil information, contact details etc (the details that you include on your contact sheet on entry to the school in Y3 and then subsequently at the start of each year group).

Evolve: emergency contacts and medical information when your child is on a residential visit.

DCPRO: the online data tracking tool to record pupil progress and attainment. This includes name, date of birth, gender, SEN, free school meals and ethnicity.

CPOMS: our online Child Protection management system.

All the above companies comply with data protection regulations and we ensure that all procedures are outlined in the contracts that we hold with these companies. You are entitled to withdraw your consent for the processing of this information at any time although in doing so this may affect our ability to meet the needs of our pupils.

If you would like to see a copy of the information we hold and share about you then please contact the School Office. You also have the right to request that we rectify any data that is incorrect or erase it, restrict our processing of information, object to our processing and to receive this data in a portable format.

All data is stored in line with the DfE disposal of records guidance and this is outlined in the school's Disposal of Records Schedule.

The Local Authority also holds information for children who have been offered an assessment or service by the Authority.