



**Riverside Community Primary School**  
 210 Poole Park Road  
 PLYMOUTH  
 PL5 1DD  
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Headteacher: Brian Jones B.Ed (Hons) NPQH

Dear

All Parents are informed of the details held and shared for their child when admitted on to roll at our school. However the Data Protection Act is changing to the 'General Data Protection Regulation' on 25<sup>th</sup> May 2018; in view of this change we would like all parents to sign and confirm that they have read and understood this information by signing and returning the slip below. **This must be returned for all pupils.**

Riverside Community Primary School are the Data Controller for the purposes of the General Data Protection Regulation. The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, date of birth, gender),
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility),
- Attendance information (such as sessions attended, number of absences and absence reasons),
- Assessment information
- Special educational needs information,
- Exclusions/behavioural information
- Relevant medical information.

We use the pupil data to:

- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care,
- To assess the quality of our services
- To comply with the law regarding data sharing.

We collect and use pupil information under the Education Act 1996 and under article 6 and article 9 of the General Data Protection Regulation where data processed is special category data.

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 or if you have a choice in this. We hold pupil data for a period of time in line with Local Authority guidance.

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- NHS
- School Nurse

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority (LA), and the Department for Education (DfE) under section 3 of the Education Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**Mr B Jones**  
**Headteacher**

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**General Data Protection Regulation May 2018**

**Child's Name:** \_\_\_\_\_ **Class:** I have read and understood that the school hold and share data in line with school policy and statutory requirements.

Parent/Carer's Signature.....Date.....