



What we do with information about pupils

This document describes why the school collects and uses information about pupils. It also tells you what you should do if you have concerns about how the school is handling information about a pupil. We have to tell you this by law.

Why we need it

The main reasons why we need information about our pupils are so that we can:

- teach them effectively and measure their progress
- look after them and keep them safe in school
- pass information on to our local council (Milton Keynes) and the UK government so that they can make sure all pupils are receiving a good education

What we do with it

All the information we have is stored on the school's premises or on the school's computer systems. Every pupil has an individual file made up of computer and paper records. If we have to pass any information about pupils to another organisation that provides a service to the school, e.g. school meals, we make sure that they use the information correctly, keep it securely and destroy it or return it to the school when they no longer need it. We only pass them the details that they need to provide the service.

Who we share it with

The law requires the school to share some information about its pupils with Milton Keynes Council and the government's Department for Education. There are some other organisations concerned with education and child health and safety that we legally have to pass information to from time to time.

If we are asked to share information about our pupils with anyone else, we will ask for your permission.

How long we keep it

When pupils leave Loughton Manor First School we send their file to their new school. Sometimes we have to keep some information about pupils after they have left us. We have a list of the legal time limits for keeping different types of information.

Your rights

You can ask the school

- for a copy of the information the school holds about your child
- to correct or delete any information that is wrong

If you are not happy with the way the school is using information about your child you can make a complaint to our Data Protection Officer through the school office or by email to office@loughtonmanor.milton-keynes.sch.uk

You can also contact the UK Data Protection Regulator, the Information Commissioner's Office (ICO). See www.ico.org.uk/concerns

More information

You can find out more about how and why the school uses information about pupils in the Privacy Notice on our website www.loughtonmanorfirstschool.co.uk or by asking the school office.