

# PRIVACY NOTICE

for

## ***Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings***

### **Privacy Notice - Data Protection Act 1998**

We **Downend School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

In the course of your school career you may receive teaching or other educational opportunities from a range of providers outside the school, for example from other Kingswood Partnership schools or from e-learning platforms which provide resources to support your learning. The school may also share information about your educational choices and performance with The Kingswood Partnership 'core' team for management purposes, for example to decide which subjects to offer in Key Stage 4 or Post-16, or to provide a measure for Quality Assurance across The Partnership. The school will share only that information needed to support your learning or to ensure that duty of care obligations are met. For an up to date list of these learning partners please go to the school website:

[http://www.downend.com/download/policies/DataProtectionAct1998\\_amended\\_15Sep2011.pdf](http://www.downend.com/download/policies/DataProtectionAct1998_amended_15Sep2011.pdf)

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact **the Office Manager**.

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.southglos.gov.uk/PrivacyNoticeSchools](http://www.southglos.gov.uk/PrivacyNoticeSchools)

and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Children and Young People's Information Service  
PO Box 2082  
The Council Offices  
Castle Street  
Thornbury  
South Glos  
BS35 9BQ

website: [www.southglos.gov.uk/cypinfo](http://www.southglos.gov.uk/cypinfo)  
email: [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)  
tel: 01454 868008

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

### **In addition for Secondary and Middle deemed Secondary Schools**

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform **the Office Manager** if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.