

PRIVACY NOTICE

Privacy Notice – Data Protection Act 1998

We, The Firs lower School are a data controller for the purpose 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 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 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 qualification you have undertaken.

We will not give information about you to anyone outside the school with your consent unless the law and our rules allow us to

We are required by law to pass information about you to the Department of Education (DfE)

We are required by law to pass some information about you to the Department for Education (DfE) and other authorities.

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

If you require more information about how the DfE store and use your information, then please go to the following websites:

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

Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 03700 000 2288

In addition for Secondary and Middle deemed Secondary Schools relating to pupils in Year 8 and above

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 names and addresses of the pupils and parents (including the pupil's date of birth) and any further information relevant to the support services' role.

However, until a pupil is aged 16 or older, the parent(s) can ask that no information beyond the pupil's name, address and date of birth (and parent's names and address) be passed on to the youth services provider. This right transfers to pupils on their 16th birthday. **Please inform the school by completing the Youth Services Consent Form to indicate whether you give permission or not for the school to provide additional information to the Youth Support Service.**

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm