PRIVACY NOTICE

Pupils in Secondary Schools, Middle Schools, Alternative Provision and Pupil Referral Units

Privacy Notice - Data Protection Act 1998

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

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

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, and special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your Unique Learner Number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers 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 both the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please inform the school if this is what you or your parents wish. For more information about young people's services, please go to the National Careers Service page at https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found https://www.gov.uk/government/publications/lrs-privacy-notices

Other Institutions involved in collaborative delivery. Where secondary schools are involved in collaborative delivery with other schools / colleges and learning providers, pupil information may also be shared to aid the preparation of learning plans and use of data to achieve the objectives identified above.

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 Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs L Butler, Headteacher's PA, at the school.

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

http://www.hertsdirect.org/services/edlearn/privsch/ or

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites, please contact the LA or DfE as follows:

- Data Protection Team
  Information Governance Unit
  Room C1
  County Hall
  Pegs Lane
  Hertford
  SG13 8DQ
  email: data.protection@hertscc.gov.uk

- Public Communications Unit
  Department for Education
  Sanctuary Buildings
  Great Smith Street
  London
  SW1P 3BT
  Website: https://www.gov.uk/government/organisations/department-for-education
  email: info@education.gsi.gov.uk
  Telephone: 0370 000 2288