

PRIVACY NOTICE 2016/17

for
THE CHANTRY SCHOOL

Privacy Notice - Data Protection Act 1998- How we use your information

We **The Chantry 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 or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data and use it to:

- Support our pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services
- Support a Young Person in their transition to a Post-16 Provider of Education or Training.

Information about our pupils that we hold includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils 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 our pupils reach the age of 13, the law requires us to pass on certain information about them to the providers of Youth support services who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/carer and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

However, a parent/carers can ask that no information beyond names, addresses and date of birth be passed to the Youth support service by informing **Mrs L Webster**. This right is transferred to the child once he/she reaches age 16. For more information about services for young people, please go to our local authority website <http://www.worcestershire.gov.uk/>.

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>

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

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

If you want to receive a copy of the information about your son/daughter that we hold, please contact **Mrs L Webster**.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.worcestershire.gov.uk/> and search for privacy notice; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>