



Smithdon High School
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Privacy Notice - Data Protection Act 1998

Smithdon High School is the 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 Service¹. 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 how well the school as a whole is doing
- support your transition to post 16 education/training

This data includes your contact details, national curriculum assessment results, attendance information², characteristics such as ethnic group, special educational needs and any 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 details of any learning or qualifications you have undertaken.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE) and agencies prescribed by law. All these are data controllers in respect of the data they receive and are subject to the same legal constraints regarding how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12, a child has sufficient maturity to understand their rights and make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the main school office on 01485 534541.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>



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

- Teresa Burdett
Records & File Access Manager
Children's Services
County Hall
Room 22
Martineau Lane
Norwich
NR1 2DL
Email: teresa.burdett@norfolk.gov.uk
Tel: 01603 223839
- 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/contact us](http://www.education.gov.uk/help/contact-us)
tel: 0370 000 2288.

Yours sincerely

Mr J M Goodchild
Headmaster

Supplementary Information:

The **Local Authority (LA)** uses information about children for whom it provides services to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs a child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, or assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Additionally, the LA will use the data to identify where pupils have transferred in order to make the task of tracking vulnerable pupils more robust and to ensure appropriate services are extended to pupils in need of additional support for such reasons as exclusion, attendance or transport.

Data collected by the LA may only be used or passed on for specific purposes as allowed by law. This includes the following:

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and their parents and this will require the PCT's to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCT's may also provide individual schools and LA's with aggregate information on pupils' height and weight.

For Secondary schools:

Norfolk County Council Youth Support Services (formerly Connexions) - The local authority has a statutory duty "to encourage, enable or assist young people's participation in education or training" (Section 68(1) of the Education and Skills Act 2008). The local authority therefore has a key role in ensuring that all 16 and 17 year olds are made aware that they should be offered a place in post-16 education or training, to work with partners to shape education and training provision to meet young people's needs and to collect and record the offers made to young people to help target resources for those who have still to find a suitable place.

Once a pupil is aged 13 or over, schools are legally required to pass on certain information to the local authority to enable them to carry out this duty. This information contains the name, address and date of birth of the pupil and any further information relevant to the support services' role.

Youth Support services pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authorities' performance and determine the destinations of young people after they have left compulsory education.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond their child's name, address and date of birth be passed on to providers of Youth Services. This right transfers to the pupil on their sixteenth birthday. Pupils and/or parents will need to inform their school if this is their wish.

Online information, advice and support on a range of issues affecting young people can be found on the Gov.uk education and learning pages at:

<https://www.gov.uk/browse/education>.

Post 16 Providers (for Year 11 pupils) - Sharing data relating to young people between schools and post-16 providers is key to ensuring the successful transition of young people from a pre-16 to post-16 learning/training setting. To support young people's transition we will share information directly with post-16 providers. This will include information collected as part of the statutory School Census return, such as:

- Free school meal eligibility
- Special educational needs
- Language information
- Exclusions information

You can ask that no information be passed to post-16 providers. If you do not wish your information to be shared in this way please send a signed letter to:

EET 11-19 Commissioning Team
Norfolk County Council Children's Services
Room 117 - 1st floor, County Hall
Martineau Lane
Norwich NR1 2DH

Information may be shared with other agencies where we have a duty to work together in the best interests of the child or young person. Such information sharing is in line with the law and the information sharing guidance issued by the DfE. Further information can be found on the DfE website at: <http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>

¹ The Learning Records Service fits within the heart of the learner experience and is designed to support learners at all levels to access, manage and use their own achievement information - such as qualifications, awards or training received as they progress through education, training and lifelong learning.

The Learning Records Service, part of Information Management (IM) Services, provides shared services across the education sector. The Learning Records Service is built on the principle of collect once, use many times and used by all that are entitled to do so. It supports the whole of the education sector.

² Attendance is not collected for pupils under 5 at early Years settings or maintained Schools as part of the census for the Department of Education.