



## PRIVACY NOTICE

September 2017

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### Privacy Notice – Data Protection Act 1998 How we use student information

We, Rednock School, collect information from you and may receive information about you from your previous school, the local authority and | or the Department for Education (DfE). 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, exclusion information, destination 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 qualifications you have undertaken.

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

If you want to see a copy of the information we hold and share about you then please contact Mrs C Winter, Data Manager.

We are required by law to pass certain information about our students to the Department for Education (DfE) and to the Local Authority (LA).

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

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/privacy-notices/>

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

Once students reach the age of 13, 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. 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 support on entry to post 16 provision.

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 service provider. This right transfers to you on your 16<sup>th</sup> birthday. Please inform Mrs C Winter, Data Manager, if this is what you or your parents wish.

The Government has increased the age to which all young people in England must continue in education or training. This duty is called raising the participation age (RPA). RPA does not mean you must stay in school; you will be able to choose post-16 from a range of options including college, apprenticeships and work based learning. The Education and Skills Act 2008 requires the LA to ensure that you fulfil your duty to participate in education or training. Therefore, the LA may be required to share details about you with potential providers of courses. This will help re-engage with anyone who drops out of education or training so they can enrol on to another suitable programme.

For more information about young peoples' services, please go to the National Careers Service page at:

<https://nationalcareersservice.direct.gov.uk/about-us/home>

or the Gloucestershire Youth Support website: <https://youthsupportteam.co.uk/>