



the ST LAWRENCE academy

October 2016

Dear Parent/Carer

Data Protection Act 1998

All schools need to keep information about children for registration purposes etc, and also so they can provide them with suitable help and support. Under the requirements of the Data Protection Act 1998 we at school need to inform you about what information is held by us about your child.

To do this we are obliged to send out a "Privacy Notice". Therefore, attached to this letter is a copy of this notice and an explanation from the DfE. It explains why we need the information and also lists the other educational bodies to whom we pass this on to, for example the LA needs know about your child if an Assessment of Special Need is necessary or if an Employment License needs to be issued.

It also explains that we pass some data on to the Connexions Agency. This Agency provides careers guidance and support for young people in their transition to adulthood. If you want to find out more about how the Connexions Agency can help your child, there is a National Helpline – Connexions Direct 080-800-13-2-19.

All parents across the country who have children of school age are being sent this information. We would like to assure you that we do not pass on personal information held about your child to any commercial organisation.

Yours sincerely

Joan Barnes
Principal

PRIVACY NOTICE

Information about

Students in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their 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 students enrolling for post-14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to The North Lincolnshire Council Youth Support Services who have responsibilities in relation to the education or training of 13-19 year olds. 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. A parent/guardian can request that **only** their child's name, address and date of birth be passed to The North Lincolnshire Council Youth Support Services by informing the academy. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the academy.

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA. 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
- CMISS Support Team
- Tel: 01724 297297]
- the DfE website at

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

S-Cool Information relating to pupils planning to participate in work experience:

In order to ensure that your child is allocated a work experience placement, we (the school or LA) needs to provide a company that works for the Education Business Partnership, called S-Cool, with limited information. S-Cool provides online software to help pupils identify, match and apply for suitable work experience opportunities. The information required by S-cool includes the pupil's first name, surname and date of birth. S-cool also requests the ethnicity and gender of learners and although this data is not essential, it is valuable in helping educational organisations to monitor and improve the quality of service they provide by allowing them to run aggregated reports. Further information is available from <http://www.s-cool.com/educational-services/>. Please inform Ruth Kitching on 01724 297106 if you wish to opt-out of this arrangement.

Lincs2

In order to enable young people in North Lincolnshire to access the Lincs2 e-prospectus, the council provides basic demographic data to the company 'First Media' who manage this service. The data is used by enable young people aged 14-19 to register with the Lincs2 (www.Linc2.co.uk) website.

The Lincs2 e-prospectus is a comprehensive one-stop source of information that lists and provides details of all the qualifications, courses and providers in North Lincolnshire and North East Lincolnshire. It will help your child find out what courses are on offer in your area and allow you to apply. Further information is available at <http://www.lincs2.co.uk/about.asp> Please inform Liz Wild (Lincs2 Prospectus Development Co-ordinator) on 01472 325203 if you wish to opt-out of this arrangement.

The Data Protection Act 1998: How we use your information

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make (e.g.) regarding the funding of schools, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

Youth Support Services - *For pupils aged 13 and over, schools are legally required to pass certain information to the provider of Youth Support Services in their area.* This is the local authority support service for young people in England who are aged 13 to 19.

Primary Care Trusts (PCTs) use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (e.g. such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these PCTs to maintain children's names and addresses for this purpose. PCTs may also provide individual schools and LAs with aggregated health information which will not identify individual children.

Education and training: we hold information about young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to do this¹.

We share some of the information we collect with the Department for Education (DfE) to enable them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We may also share information with post-16 education and training providers to secure appropriate support for them. We may also share data with education establishments which shows what their pupils go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Pupils and/or a parent/guardian will need to inform the school/LA if this is what they wish.

¹ Under the Education and Skills Act 2008, parts 1 and 2

DfE may share individual 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.

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If you require more information about how we and/or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to 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. <http://www.northlincs.gov.uk/NorthLincs/>, FOI Contact Centre, Local Link Office, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL.