

## Privacy Notice: 2017-18

### Data Protection Act 1998



#### Information we hold

Denton Community College is a data controller for the purposes of the Data Protection Act. We collect and process personal information relating to our students including Admission and Data Collection Forms completed by parents or guardians as well as information we may receive about students from their previous school or college, local authority, the Department for Education (DfE) such as national curriculum assessment results, attendance information, exclusion information, free school meal eligibility or pupil premium information.

Information about our students that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they have left us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

#### Why we hold this information

- Support families to enable them to make an informed choice when accessing educational placements and the appeal process
- Provide appropriate support and pastoral care including access to relevant support services
- Use the data to improve services that impact on student development
- Monitor and report on student progress
- Improve our service to parents via third party providers

#### Who we share information with

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. We share information with the DfE, the local authority, Social Services and, where necessary, GMP.

Once our students reach the age of 13, the law requires us to pass on certain information about them to Positive Steps, this is the local authority support service for young people in your area. Positive Steps have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these students' names and addresses, dates of birth, name(s) and address(s) of their parent(s) or guardian(s) 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.

For students enrolling for post 14 qualifications, we will share student information with the Learning Records Service, who will provide us with a unique learner number (ULN) required for exams, they may also give us details about your learning or qualifications.

A parent/guardian can request that only their child's name, address and date of birth be passed to Positive Steps by informing Gill Shaw, Data Manager at the college. This right is transferred to the child once he/she reaches the age of 16. 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 Data Manager.

We are required, by law, to pass certain information about our students to our local authority (Tameside Metropolitan Borough Council) and the DfE. The DfE may also share student 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 student 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.

Where to find further information on how this sharing process works and who we share student level data with, please visit:

GOV.UK - Tel: 0370 000 2288

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

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

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

TMBC – Tel: 0162 324 8355

<http://www.tameside.gov.uk/dataprotection/access>

Positive Steps – Tel: 0161 621 9400

<http://www.positive-steps.org.uk/>

Date Reviewed	October 2017
Approved by Headteacher, Mr N Condliffe	<i>N Condliffe</i>