

## Privacy Notice for Secondary Schools/Academies

### How We Use Information About Students

This notice should be sent to new learners at secondary schools and provides information about the use of pupils' personal data.

Langtree School uses personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. A 'data controller' is an organisation that is responsible for the use made of someone's personal information.

It uses this data to:

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- support a young person in their transition to a post 16 provider of education or training
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law to organisations like:

Local Authorities	Department for Education (DfE)
Ofsted	Education Funding Agency (EFA)
Department of Health (DH)	Skills Funding Agency (SFA)

All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

We will also share data with the school's contracted Information Advice & Guidance (IAG) Provider currently Adviza to enable them to support students to progress.

#### **How Oxfordshire County Council uses this data**

The Local Authority 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 the child may have.

The Local Authority will share young people's information with post 16 learning providers (e.g. colleges) when it allows the young person to fulfil their statutory duty to participate in learning.

Parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupils and parents) be passed on to Post 16 providers. If as a parent, or as a pupil aged 16 or over, you wish to **opt-out** and do not want Post 16 providers to receive from the school information beyond name and address, then please contact your school: Langtree School, Reading Road, Woodcote. RG8 0RA  
office@langtreeschool.com

Oxfordshire County Council will share information about young people's post 16 learning providers with the school and the school's contracted IAG Provider. They share details of what offers of learning young people have received from other learning providers to make sure everyone has some learning in place for Year 12.

The LA also share information about what young people do after compulsory education for two years after finishing year 11, and until age 24 if the young person has a Learning Difficulty Assessment (LDA) or Education and Health Care (ECH) Plan in place before they leave education.

If you require further information about how the Local Authority (LA) stores and uses your information, then please go [www.oxfordshire.gov.uk/cms/public-site/access-data-and-information](http://www.oxfordshire.gov.uk/cms/public-site/access-data-and-information)

If you are unable to access this websites we can send you a copy of this information. Please contact them as follows:

- Oxfordshire County Council  
Subject Access Requests (SAR)  
FIS  
PO Box 876  
Oxford  
OX1 9PB  
Website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)  
Telephone: 08452 26 26 36

### **Further information or queries**

If you have any queries or are concerned in relation to data sharing, you can contact the Council's Information Governance Manager by email or telephone:

Email: [information.management@oxfordshire.gov.uk](mailto:information.management@oxfordshire.gov.uk)  
Telephone: 01865 323593