

## Privacy Notice - Data Protection Act 1998

We collect and hold personal information relating to our pupils 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 its 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.

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 pupils 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.

We will not give information about our pupils 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:

- **Gyles Longhurst, 01603 737405**

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

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>

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 to 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 School Office on 01603 737405.

We encourage you to read the supplementary information on the websites listed below, which will explain the options available to you to opt out of some of the post 16 data, where there is no mandatory requirement for this data to be collected or shared.

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](mailto:teresa.burdett@norfolk.gov.uk)  
Tel: 01603 223839
- |                                                                                                        |                       |                            |
|--------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|
| <b>Public</b>                                                                                          | <b>Communications</b> | <b>Unit</b>                |
| <b>Department</b>                                                                                      | <b>for</b>            | <b>Education</b>           |
| Sanctuary                                                                                              |                       | Buildings                  |
| Great                                                                                                  | Smith                 | Street                     |
| London                                                                                                 |                       |                            |
| SW1P 3BT                                                                                               |                       |                            |
| website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>                                |                       |                            |
| email: <a href="http://www.education.gov.uk/help/contact">http://www.education.gov.uk/help/contact</a> |                       | <a href="mailto:us">us</a> |
| tel: 0370 000 2288.                                                                                    |                       |                            |