



SMITHILLS SCHOOL

POLICY:

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We, at Smithills School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. 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 we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers 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 names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the school office manager if you wish to opt out of this arrangement.

Written By: S Barker, Vice Principal

Signed:

Headteacher

Date: September 2016

Approved on behalf of Governing Body:

Date: September 2016

For Review: September 2017



For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

The Government is increasing the age to which all young people in England must continue in education or training, requiring you to continue until the end of the academic year in which you turn 17 from 2013 and until your 18th birthday from 2015. 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 Local Authority to ensure that you fulfil your duty to participate in education or training. Therefore the Local Authority 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.

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

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

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact the school office manager.

If you require more information about how the Local Authority (LA - see contact details below) and/or DfE store and use your information, then please go to the following website for the DfE:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access this website we can send you a copy of this information. Please contact the LA, or DfE as follows:

- Bolton Local Authority
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288