

Privacy Notice - Data Protection Act 1998

We, Halesbury School, are the Data Controller for the purposes of the Data Protection Act. We collect 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 your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. Where your child has a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems. Attendance information is NOT collected as part of the Censuses for the Department for Education for the following pupils / children in Nursery schools; aged under 4 years in Maintained schools; in Alternative Provision; and in Early Years Settings. 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.

However, if you are over 16, you (or your 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** if you wish to opt out of this arrangement. 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>

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 our Local Authority (LA) and the Department for Education.

If you want to see a copy of the information we hold and share about you then please contact Mrs C Riman. If you require more information about how the school stores and uses your information, then please go to the school website:

www.halesbury.dudley.sch.uk

If you are unable to access this website a copy of this information can be sent to you.

If you require more information about how the LA and/or DfE store and use your information, then please go to the following websites:

Dudley MBC

Dudley MBC website > Resident > Learning – School > Schools and Colleges > Information and Advice

<http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/information-and-advice/>

If you are unable to access this website a copy of this information can be sent to you. Please contact:

Dudley Children's Services	Information Governance Unit
Data Protection Officer	Data Protection Officer
Westox House	The Claughton Centre
1 Trinity Road	Blowers Green Road
Dudley	Dudley
DY1 1JQ	DY2 8UZ

Department for Education

What the Department does with pupils' and children's data.

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

If you are unable to access this website a copy of this information can be sent to you. Please contact the DfE as follows:

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

Black Country Partnership NHS Foundation Trust

Delta House
Delta Point
Greets Green Road
West Bromwich
West Midlands
B70 9PL

General Enquiries: 0845-146-1800
Fax: 0121-612-8090
E-mail: enquiries@bcpft.nhs.uk
Other Contacts : <http://www.bcpft.nhs.uk/contact-us/contacting-us>