



PRIVACY NOTICE

Data Protection Act 1998: How information about our pupils is used

We, the Howard of Effingham School, are the Data Controller for the purposes of the Data Protection Act. 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 our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care and
- assess the quality of our services.

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 their unique learner number (ULN) and may also give us details about their learning or qualifications. Further details of how this information is processed and shared can be found at www.gov.uk/government/publications/lrs-privacy-notices.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the local authority youth support services, which have responsibilities in relation to the education or training of 13-19 year olds. 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.

A parent/carer can request that only their child's name, address and date of birth be passed to the youth support services. This right is transferred to the child once he/she reaches the age 16.

Please email the School Data Manager (Seaman_H@thehoward.org) if you wish to **opt out** of this arrangement. For more information about services for young people, please visit the local authority website www.surreycc.gov.uk/people-and-community/young-surrey/help-and-advice-for-young-people/youth-support-service.

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 should like to receive a copy of the information about your son/daughter that we hold, please contact the School Office.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the local authority.

The 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 if 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 www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract.

For information on which third party organisations pupil level data has been provided to, please visit: www.gov.uk/government/publications/national-pupil-database-requests-received.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.surreycc.gov.uk/your-council/accessing-information-that-we-hold and
- the DfE website at www.gov.uk/data-protection-how-we-collect-and-share-research-data.