

## PRIVACY NOTICE

for

*Students in St Hilda's CE High School*

### Privacy Notice - Data Protection Act 1998

We, St Hilda's CE High 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, the Local Authority and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup>, involvements from Local Authority Services<sup>2</sup>, exclusions information, where you go after you leave us 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.

### In addition for Secondary and Middle deemed Secondary Schools

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 education and training 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 inform the school's Data Manager if you wish to opt out of this arrangement. For more information about young people's services, please go to our local authority website;

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following students / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

<sup>2</sup> Schools who are members of the Liverpool Learning Partnership (LLP) have access to the LLP Student Tracker. The Tracker provides basic involvement details for any Children's Services team that has been involved with you. For more information on the LLP and The Student Tracker please speak to your head teacher.

<http://liverpool.gov.uk/schools-and-learning/>

***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 certain information about you to our local authority (LA) and the Department for Education (DfE).

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

- our local authority at <http://liverpool.gov.uk/schools-and-learning/requests-for-student-records/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold or share, please contact the school's Data Manager in writing.

**I have read the Privacy Notice:**

**Signature** \_\_\_\_\_  
**Parent/Carer**

**Parent/Carer's Name** \_\_\_\_\_