



Privacy Notice

Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may receive information about them from their previous school, college, local authority and/or the Department for Education (DfE). We use this personal data to achieve the following objectives:

- support our students' 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 ethnic group, any special educational needs they may have as well as any relevant medical information. For students enrolling for post age 14 qualifications the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information about them to the local authority provider of youth support services, in Hertfordshire this is currently Youth Connexions, who 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/guardian can request that only their child's name, address and date of birth be passed to the provider of youth support services organisation detailed above by informing our Student Records Coordinator (as detailed in the List of Designated Teachers/Governors which can be found on the school website).

This right is transferred to the student once he/she reaches the age of 16.

For more information about services for young people, please go to our local authority website <http://www.hertsdirect.org/services/youngpeople/>

Other Institutions involved in collaborative delivery.

In the sixth form we work in collaboration with Sandringham and Verulam Schools and as a result student information may also be shared to aid the preparation of learning plans and to achieve the objectives identified above.

The school commissions certain services from Hertfordshire County Council, including Music lesson provision, Admissions and Appeals services and Attendance Improvement services and will share limited student data with these service providers.

We will not give information about our students 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 the member of staff named on the List of Designated Teachers/Governors which can be found on the school website.

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

The DfE may also share student 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 the 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 student 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) student level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

- our local authority at <http://www.hertsdirect.org/services/edlearn/privsch/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>