Adeyfield School

Privacy Notice

Data Protection Act (1998)

Adeyfield School are the Data Controller for the purposes of the Data Protection Act (1998) for all pupils who attend the school. We collect information from you, may receive information about you from your previous school and from the Learning Records Service (LRS). 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 as your school are doing.

This information we hold includes your name, date of birth, contact details, national curriculum assessment results, examination results, attendance information and personal characteristics such as your ethnic group, special educational needs (SEN), reports on your behaviour and any relevant medical information.

If you are entered for post 14 qualifications (e.g. GCSEs, BTECs, A-levels and Functional Skills) we will be provided with your unique learner number (ULN) by the LRS and may also obtain from them details of any other qualifications you are taken or have already taken.

Connexions - This is the government's support service for all young people aged 13 to 19 in England. Once you are aged 13 or over we are required to pass on certain information to them.

We must provide them with both you and your parents(s) name and address, and any further information relevant to their role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. If you wish to only have your name and address supplied to Connexions please inform us in writing (your letter should be addressed to Mr S Martin, Deputy Headteacher). For more information about the services Connexions provide please go to the Local Authority (LA) website shown below.

Other Institutions involved in collaborative delivery. We are involved in collaborative delivery of some courses with other schools, colleges and learning providers. Your information will be shared with them to aid the preparation of learning plans and use of data to achieve the objectives identified above.

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

We are required by law to pass some of your information to the LA and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please make your request in writing to Mr S Martin, Deputy Headteacher. The school will levy a charge for the reproduction of this information; this will be the cost of photocopying and postage.

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

http://www.hertsdirect.org/scholearn/privacysch2010/

http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/

http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/

If you are unable to access these websites, please contact the LA or DfE as follows:

Local Authority
Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13
email: dataprotection@hertscc.gov.uk

Department for Education
Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288