

2017/18
PRIVACY NOTICE
for
**Information about pupils in schools, alternative provision,
pupil referral units and children in early years settings**

Privacy Notice - Data Protection Act 1998 How we use pupil information

We, Holmfirth High School, are a 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 information¹, 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 the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to C&K Careers acting on behalf of Kirklees Council in providing Youth Support Services. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of our pupils and their parents and any further information relevant to the support services' role. 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 C&K Careers acting on behalf of Kirklees Council in providing Youth Support Services by writing to the PA of the Executive Headteacher. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to C&K Careers website <http://www.ckcareers.co.uk/services/information-advice-and-guidance/iag-for-young-people-13-19>

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 in writing the PA of the Executive Headteacher if you wish to opt out of this arrangement.

For more information about Kirklees Council's youth support services please go to *C&K Careers* service page at <http://ckcareersonline.org.uk/>

For information the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

¹ Daily attendance information is **NOT** collected as part of the Census for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Education and Childcare Provision. However attendance is recorded and monitored within the individual Schools / Settings and may be sent to the Local Authority.

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 our pupils to our local authority (LA) and the Department for Education (DfE).

We share anonymised information from time to time with the Government for research purposes only. You will not be able to be identified from this anonymous data; it simply helps us improve our targeted services for children and families. The anonymised data is handled securely.

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 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: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you want to receive a copy of the information about your child that we hold or share, please contact the PA of the Executive Headteacher.

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

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Kirklees Council, Information Access Team
Email: data.protection@kirklees.gov.uk
Telephone: 01484 221000
- Ministerial and Public Communications Division
Department for Education Telephone: 0370 000 2288
Piccadilly Gate
Manchester
M1 2WD
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>

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