

# PRIVACY NOTICE

for

*Pupils at Southfield School*

## Privacy Notice - Data Protection Act 1998

Southfield School is 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 and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information 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.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in our 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 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. We will assume that you are in agreement with Southfield School passing on your information unless you tell us that you wish to opt out of this arrangement.

Please write to the **Data Office** (or email [dataoffice@southfieldsch.co.uk](mailto:dataoffice@southfieldsch.co.uk)) if you wish to opt out of this arrangement.

***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 some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the local authority.

Annually we will issue a data checking sheet showing information we hold on you for checking and returning to ensure our data is correct. At other times in the year when personal information changes, please contact the data office to update the school records. If you want to receive a copy of the information about you that we hold or share, please contact the Data Office.

If you need more information about how the DfE store and use your information, then please go to the following website:

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

If you cannot access this website, please contact the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288