

PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

Privacy Notice - Data Protection Act 1998: How we use your information

We Greenbank School process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold 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

Information about our pupils that we hold 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 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.

In addition for Secondary Schools

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to the local authority and provider of youth support services in our area who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, names(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their 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 ask that no information apart from their child's name, address and date of birth be passed to our local authority and provider of Youth Support Services in our area by informing Mrs D Bennett – School Operational Manager. This right is transferred to the child once he/she reaches the age 16. For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information to anyone outside the school without your consent unless the law and our policies allow us to. We may pass on personal information for child protection reasons or to other relevant agencies or partners.

We are required by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share then please contact Mrs D Bennett – School Operational Manager.

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 require more information about how the LA and/or DfE store and use this data please go to the following websites:
<http://www.cheshirewestandchester.gov.uk/default.aspx?page=5340> and
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2WD		The Data Protection Officer Cheshire West and Chester Council HQ 58 Nicholas Street Chester Cheshire CH1 2NP	
Website	https://www.gov.uk/government/organisations/department-for-education	Website	http://www.cheshirewestandchester.gov.uk/
Contact	https://www.education.gov.uk/help/contactus/dfc	Contact	FOIWest@cheshirewestandchester.gov.uk
Tel	0370 000 2288	Tel	0300 123 8 123

ⁱ Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained Schools