

Privacy Notices: Information about pupils in schools

Data Protection Act 1998: How we use your information

We 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 information 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.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information to providers of youth support services who have responsibilities in relation to the education or training of 13-19 year olds. We must provide them with pupils' names and addresses, name(s)/address(es) of parent(s)/guardian(s) and any other information relevant to their role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed on by informing the Data Office. This right is transferred to the child once he/she reaches age 16.

For more information about services for young people, please go to the national Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx> or the What now Glos website www.whatnowglos.co.uk

The Government has increased the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 18. This duty is called raising the participation age (RPA). RPA does not mean they have to stay in school; they can choose post-16 from a range of options including college, apprenticeships and work based learning. The Education and Skills Act 2008 requires the Local Authority to ensure that young people fulfil their duty to participate in education or training. Therefore the Local Authority may be required to share details about young people with potential providers of courses. This will help re-engage with anyone who drops out of education or training so they can enrol onto another suitable programme.

We will not give information about pupils to anyone without consent unless the law and our policies allow us to.

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

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

- <http://www.gloucestershire.gov.uk/schoolsnet/governors/documents-forms-policies-and-useful-links/school-data/privacy-notices/>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>