

# PRIVACY NOTICE

for pupils in schools, early years settings, alternative provision and pupil referral units

## Privacy Notice - Data Protection Act 1998

We, Marsden Heights Community College are a Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care;
- help and improve your health and wellbeing, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup>, and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service, and may also obtain from them details of any learning or qualifications you have undertaken.

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

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

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs J Green, College Manager.

If you require more information about how the LA and/or DfE store and use your information, then please see related documents:

- **What the LA does with Pupil and School Workforce data**
- **What the DfE does with Pupil data**
- **Who the DfE passes Pupil data to**

If you need any further clarification, please contact the LA or the DfE as follows:

- Stephen Clark - Information Unit Manager - 01772 531317
- Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

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<sup>1</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the DfE

Website: [www.education.gov.uk](http://www.education.gov.uk)

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

Telephone: 0370 000 2288.

**In addition for Secondary Schools ->**

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16<sup>th</sup> birthday. Please inform Mrs J Green, College Manager if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or contact the Local Authority as shown above.