

PRIVACY NOTICE – How we use your information.

Data Protection Act 1998

Collegiate High School is a Data Controller for the purposes of the Data Protection Act. We collect information about our pupils and may receive information about them from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support the teaching and learning of our pupils;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes pupil contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

If a pupil is enrolling for post 14 qualifications we will be provided with their unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

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

We are required by law to pass some pupil information to the Local Authority and the Department for Education (DfE)

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you want to see a copy of the information we hold and share about you/your child, then please contact school.

If you require more information about how the Local Authority (LA) and/or DfE store and use pupil information, then please go to the following websites:

<http://www.blackpool.gov.uk/Services/M-R/PrivacyNotice/> and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

- Blackpool Council
Customer First Centre
Municipal Building,
Corporation Street
Blackpool
FY1 1NF
Website: www.blackpool.gov.uk
email: customer.first@blackpool.gov.uk
Telephone: 01253 477477

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Connexions Services (website: <http://www.connexions-direct.com/>)

Once pupils are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both pupil and parent names and address, and any further information relevant to the Connexions services' role. However, parents or pupils (if aged 16 or over) can ask that no information beyond name, address and date of birth be passed to Connexions. Please inform Collegiate High School if you wish to opt-out of this arrangement.