

PRIVACY NOTICE for parents of pupils in secondary schools, special schools, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We at Trinity School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support their teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well their school is doing

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If they are enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) 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 your child 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 information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about your child that we hold and/or share, please contact Mrs Jacklyn Hunton at the school.

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

<http://www.cumbria.gov.uk/childrensservices/educationandlearning/schools/privacynotice.asp>

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance Unit
Children's Services
5 Portland Square
Carlisle
CA1 1PU

Website: www.cumbria.gov.uk/childrensservices
email: shaun.smith@cumbriacc.gov.uk
tel: 01228 226860

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

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
tel: 0370 000 2288

Connexions Services - Once your child is 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 child (and their date of birth) and any further information relevant to the support services' role.

However, until they are aged 16 or older, you can ask that no information beyond their name, address and date of birth (and your name and address) be passed on to the youth services provider. This right transfers to your child on their 16th birthday. Please inform Mrs J Hunton, at the school if this is what you 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 or the LA website shown above.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.