

PRIVACY NOTICE TEMPLATE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

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

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications. We are required to collect and share this data by legislation – further information on this is available from the Department of Education at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Other information such as emergency contact details are provided with your consent.

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area, this can include passing on contact information to providers of education, training or employment with training should it be deemed appropriate in addition to the local authority support service for young people aged 13 to 25 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the local authority, you can also request that no information is passed to providers of education, training or employment with training. This right transfers to you on your 16th birthday. Please contact Ms Alison MacArthur or Herefordshire Council Learning and Curriculum team directly on 01432 383333 if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

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

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

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact Ms Alison MacArthur.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information

or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Information Governance Team
Herefordshire Council
Plough Lane
Hereford
HR4 0LE
Email: informationgovernance@herefordshire.gov.uk
- 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>
Telephone: 0370 000 2288

Information about pupils in most cases will be kept until an individual's 25th birthday, though if there is special education needs provision this may extend to their 35th birthday. Some general information, such as admissions registers, may be archived for historic interest.

Individuals have a number of rights under data protection law, including the right to withdraw consent at any time for processing your data where consent is relied upon as the legal basis for processing.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>