

## **SCHOOL PRIVACY NOTICE**

(to be distributed to all parents, carers or young people)

### **What is a Privacy Notice?**

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

### **Who are we?**

We, **Toot Hill School**, are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from your previous school and the Learning Records Service.

### **Why is information collected?**

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Give the best possible service,
- Provide statutory services (e.g. assessment for free school meals eligibility),
- Safeguard Children and Young People from harm,
- Assess how well schools are doing.

### **What information is collected?**

Information that may be collected includes contact details, national curriculum assessment results, attendance information<sup>①</sup> and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If you / your child 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 / your child have undertaken.

### **Who may my / my family's information be shared with?**

*We will not give information about you or your family 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 of your / your child's information to Nottinghamshire County Council and the Department for Education (DfE). Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Toot Hill School may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT),
- Police forces,
- Provider of youth support services in your area,
- Other local authorities if you live in their area,
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty<sup>②</sup> to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention. If you require more information about how the Academy and other relevant organisations use your information, then please go to the following websites:

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>

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

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

Nottinghamshire County Council	Department for Education
Data Management Team Children, Families & Cultural Services Nottinghamshire County Council County Hall, West Bridgford, Nottingham, NG2 7QP Email: <a href="mailto:data.collections@nottsccl.gov.uk">data.collections@nottsccl.gov.uk</a>	Public Communications Unit Department for Education Sanctuary Buildings, Great Smith Street London, SW1P 3BT Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a> Email: <a href="http://education.gov.uk/help/contactus">http://education.gov.uk/help/contactus</a> Telephone: 0370 000 2288

Toot Hill School's Publication Policy is available on request from the School office.

Once a child is aged 13 or over we are required 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 all pupils and their parents (and date of birth) and any further information relevant to the support services' role (e.g. school name, ethnicity and gender). However, until a child is aged 16 or older, their parent(s) can ask that no information beyond a child's name, address and date of birth (and parent's name and address) be passed on to the youth services provider. This right transfers to the child on their 16th birthday.

Please inform the School Administrator if you wish to opt-out of this arrangement. 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 the LA website shown above.

### **Can I see the information held about me and my family?**

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact the School Administrator.

### **What can I do if the information held is incorrect?**

If you suspect that you or your family's information is out of date or incorrect you have a right to request that the data is amended. To do so, please contact Mr **R Whiteley, Senior Deputy Head Teacher at Toot Hill School**.

### **Want to know more?**

For independent advice about data protection, privacy and information sharing issues you can contact:

#### **The Information Commissioner**

08456 30 60 60

<http://www.ico.gov.uk>

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

② A duty is what defines the schools or authorities responsibilities in law