



The
Castle
School

PRIVACY NOTICE (Students)

DATE OF ISSUE	2016
REVIEW FREQUENCY	1
REVIEW DUE	2017
REVIEWERS	SLT / FRC
AUTHOR	KSt
LEGAL REQUIREMENT	YES

PRIVACY NOTICE - Data Protection Act 1998

We the Castle 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 teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go when you leave us 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.*

Once students 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 may also share information relating to students aged 16 and over with Post 16 education and training providers. 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 16th birthday. Please inform Mrs Katherine Stewart at the school if this is what you or your parents wish. 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>

Our Local Authority is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- Who is involved in a child's care
- Any allergies they have
- Medications
- Recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment)
- Diagnoses

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

If you require further information about Connecting Care please contact PALS 0800 073 0907, or visit <https://www.southgloucestershireccg.nhs.uk/about-us/how-we-use-your-information/connecting-care/>

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 the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>. For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

In certain circumstances basic information about you (typically including surname, forename, date of birth and year/class name) may be shared with additional organisations and software suppliers to support teaching and learning. Examples include online revision websites and virtual learning platforms. Please inform Katherine Stewart if you wish to opt-out of this arrangement.

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

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

- our local authority at <http://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/privacy-notice-information-hold-children-young-people/>
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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:

Department for Children, Adults and Health,
PO Box 300, Civic Centre, High Street, Kingswood, BS15 0DS
Website: www.southglos.gov.uk
email: cis@southglos.gov.uk
tel: 01454 868009

Public Communications Unit, Department for Education,
Piccadilly Gate, Store Street, Manchester, M1 2WD
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288