

QUEEN ELIZABETH'S GRAMMAR, ALFORD

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

Queen Elizabeth's Grammar, Alford is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children
- Contact details will be shared with the LA for the purpose of the provision of information about the Primary School application process. (for Early Years Settings only)

This information includes your contact details, national curriculum assessment results, attendance information¹ 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.

We will not give information about you 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 you to the Local Authority and the Department for Education (DfE)

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.

If you want to see a copy of the information about you that we hold and/or share, please contact reception@queenelizabeths.co.uk

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

<http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/>

and

<http://www.education.gov.uk/researchandstatistics/stats/schoolcensus/a0064418/privacy-notices-for-the-school-census>

<http://www.education.gov.uk/researchandstatistics/stats/earlyyearsensus/a0064459/early-years-census-privacy-notices>

<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:

InformationGovernance@lincolnshire.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

We are required by Section 72 of the Education and Skills Act 2008 to pass on certain information to the provider of youth support services in your area. In Lincolnshire these services are organised by Lincolnshire County Council.

This data is used by Lincolnshire County Council to maintain a database of all young people in Lincolnshire. This is used to keep track of young people to ensure they are offered appropriate support to remain in education, employment or training once they have left statutory education. Lincolnshire County Council also has a statutory duty to routinely report this data to the Department for Education.

The LA and school will then share your situation on leaving Statutory Education – This will be either in Education Employment or Training (EET) – by type, Not in Education Employment or Training (NEET) – by type or Unknown – the school may then share data back with the LA to confirm situations.

This data will be shared to ensure that the school fulfil their responsibility to know the Destinations of all the young people who leave their education Post 16 and allow the Local Authority to fulfil their statutory duty to reduce the number of unknowns.

You can find out more information and advice for young people in Lincolnshire at <https://www.facebook.com/teeninfoincs> or <http://www.lincolnshire.gov.uk/teeninfoincs/>

The information we must pass on about you is your name, address and date of birth. We may also be asked to pass on additional information about you – for example, your ethnicity - however you (if you are aged 16 or over) or your parents (if you are aged under 16) can refuse for this additional data to be passed on. Please inform Mr Wattam if this is what you or your parents wish.

You can find out more about how Lincolnshire County Council use your data at <http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection?tab=downloads>

You can read a copy of the Education and Skills Act 2008 at www.legislation.gov.uk

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm