

Privacy Notice for Students at Sir Graham Balfour School

Data Protection Act 1998

Sir Graham Balfour Multi-Academy Trust 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
- Assess how well your school is doing

This information includes your contact details, assessment results, attendance information 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 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 Mrs F Hartley, Senior Assistant Headteacher.

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

<https://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

<https://www.gov.uk/guidance/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:

Information Governance Unit, Staffordshire County Council, St Chad's Place, Stafford ST16 2LR

e-mail: foi@staffordshire.gov.uk

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

Website: www.education.gov.uk

Young Peoples' Services

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 is the local authority support service for young people aged

13 to 19 in England. We must provide both pupil and parental name(s) and address, and any further information relevant to the support services' role.

Where appropriate we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual students changing school (or address) to ensure continuity of health care.

Additional organisations that we will share personal data with are:

- Examining bodies;
- Entrust;
- ICT service providers
- Providers of internal services e.g. caterers

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to the pupil on their 16th birthday. Please tell Mrs F Hartley, 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>

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