

PRIVACY NOTICE

Pupils

Privacy Notice - Data Protection Act 1998

We **Turton 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 information 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.

The school may share information about learners with a third party organisation called **UCAS Progress** for the provision of software products delivered over the Internet that can help the pupil to identify qualities, skills and ambitions, help them to plan their work experience, education and career and/or submit online applications for courses. The information required by UCAS Progress includes the pupil's first name, surname and date of birth to enable UCAS Progress to set up secure usernames and passwords, and may extend to contact details and other personal data. UCAS Progress also requests the ethnicity and gender of learners. This data is not essential but valuable in helping educational organisations to monitor and improve the quality of service they provide by enabling them to run aggregated reports of data. UCAS Progress, Rosehill, New Barn Lane, Cheltenham GL52 3LZ.

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 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 support service. This right transfers to you on your 16th birthday. Please contact Janet Hulme (hulmej@turton.uk.com) 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 may also share personal information with accredited 3rd parties acting as data processors for various systems relating to school. These organisations are registered as data processors with the Information Commissioner's Office. Turton School remains the data controller and personal information will only be used for related purposes.

Biometric data will only be processed with explicit consent of a parent or guardian.

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.

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

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

<http://www.bolton.gov.uk/website/pages/Privacynotices.aspx>

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 Management Unit
Children's and Adult Services, Bolton Council
1st Floor, Town Hall,
Bolton, BL1 1IU
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk
tel: 01204 33 2074 / 33 2872
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288