

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We **Clifford Holroyde Specialist SEN College** 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, the Local Authority and/or the Department for Education (DfE). We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹, involvements from Local Authority Services², exclusions information, where you go after you leave us 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.

In addition for Secondary and Middle deemed Secondary Schools

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 who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. However, a parent/guardian can request that only a child's name, address and date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform Mrs Margaret Taggart, (School Administrator) if you wish to opt out of this arrangement. For more information about young people's services, please go to our local authority website; <http://liverpool.gov.uk/schools-and-learning/>

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

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Margaret Taggart, (School Administrator).

We are required, by law, to pass certain information about you to our local authority (LA) and the Department for Education (DfE).

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

² Schools who are members of the Liverpool Learning Partnership (LLP) have access to the LLP Pupil Tracker. The Tracker provides basic involvement details for any Children's Services team that has been involved with you. For more information on the LLP and The Pupil Tracker please speak to your head teacher.

The 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>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://liverpool.gov.uk/schools-and-learning/requests-for-pupil-records/>
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>