

PRIVACY NOTICE for parents of pupils in schools, early years settings, alternative provision and pupil referral units



Privacy Notice - Data Protection Act 1998

We (Ninestiles School, An Academy) are a data controller for the purposes of the Data Protection Act. We process personal data about its pupils and may receive information about them from their previous schools and the Learning Records Service. We hold this personal data and use it to:

- Support pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school as a whole is doing.

This information includes contact details, national curriculum assessment results, attendance information, personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information 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 we hold and/or share about you or your child then please contact the school's Data Manager.

In addition for Secondary and Middle deemed Secondary Schools

Once a pupil is 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 names, addresses, the pupil's date of birth, and any further information relevant to the support services' role. However, you or the pupil (if over 16), can ask that no information beyond names, addresses and pupil's date of birth be passed on to the youth services provider. Please inform the school's Data Manager if this is what you wish. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm.

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If you require more information about how the DfE stores and uses this data, please go to the following website:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access the website, please contact the DfE or the LA as follows:

- **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: 0870 000 2288

- **Information Governance Manager**

Governance and Policy Team
Children, Young People and Families Directorate
Birmingham City Council
PO Box 16568
Birmingham
B2 2FX

Email: steve.cullen@birmingham.gov.uk

Telephone: 464 4591