

PRIVACY NOTICE for pupils in schools, alternative provision and pupil referral units



The Swallowtail Federation of Church Schools

Privacy Notice - Data Protection Act 1998

We the Swallowtail Federation of Church Schools are the 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 Serviceⁱ. We hold this personal data and use it to:

- support its 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.
- To support your transition to post 16 education/training

This data includes your contact details, national curriculum assessment results, attendance informationⁱⁱ, characteristics such as ethnic group, special educational needs and any 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.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact:

- Catfield School - Wendy Amos 01692 580568
- Hickling School – Gayle Edwards – 01692 598355
- Sutton School – Rachel Shirley – 01692 580608

We encourage you to read the supplementary information on the websites listed

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below, which will explain the options available to you to opt out of some of the post 16 data, where there is no mandatory requirement for this data to be collected or shared.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- Teresa Burdett,
Records & File Access Manager,
Children's Services,
County Hall,
Room 22,
Martineau Lane,
Norwich,
NR1 2DL
Email: teresa.burdett@norfolk.gov.uk
Tel: 01603 223839
- 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/contact us](http://www.education.gov.uk/help/contact-us)
tel: 0370 000 2288.

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¹ The Learning Records Service fits within the heart of the learner experience and is designed to support learners at all levels to access, manage and use their own achievement information - such as qualifications, awards or training received as they progress through education, training and lifelong learning.

The Learning Records Service, part of Information Management (IM) Services, provides shared services across the education sector. The Learning Records Service is built on the principle of collect once, use many times and used by all that are entitled to do so. It supports the whole of the education sector.

² Attendance is not collected for pupils under 5 at early Years settings or maintained Schools as part of the census for the Department of Education.