

Privacy Notice - Data Protection Act 1998

For Students

We, St Rose's, 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, local authority or the Department for Education. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school/college is doing

This information includes your contact details, assessment results, attendance information, exclusion information, destination information and personal characteristics such as your ethnic group, your special educational needs and relevant medical information.

We are required (under the Data Protection Act) to take care of all information and we take this responsibility seriously.

We will not give information about you to anyone outside St Rose's without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Department for Education. This information, in turn, will be made available for use by the relevant Local Authority (LA). If you want to see a copy of the information we hold and share about you then please contact:

Mrs Deborah Rees, Business Manager

If you require more information about how the Department for Education store and use this data, please go to the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the Department for Education 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>
Tel: 0370 000 2288.

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.

Once you are aged 13 or over, we are required by law to pass on certain information to the provider 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 address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Deborah Rees, Business Manager, if this is what you or your parents 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