

# PRIVACY NOTICE FOR PUPILS IN MIDDLE, SECONDARY, SPECIAL SCHOOLS & PRUS

## Privacy Notice - Data Protection Act 1998

We (Ferndown Upper School) are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you, and may receive information about you from your previous school and from the Learning Records Service. 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 is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. It may also include photographic and CCTV images. 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.

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

We are required by law to pass some information about you to the Local Authority (LA), and to the Department for Education (DfE).

We may share personal information with third parties registered as data processors with the Information Commissioner's Office where necessary for the effective provision of a contracted engagement or service to the school. Ferndown Upper School remains the data controller and personal information will only be used for the specific purposes of the contracted engagement or service.

We may share personal information with third parties in the course of arranging educational visits and activities, including work experience and careers guidance.

We may share personal information with third parties in accordance with the school's safeguarding and child protection policies.

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 over, 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 16<sup>th</sup> birthday. Please inform The Pastoral Centre at FUS 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](http://www.direct.gov.uk/en/YoungPeople/index.htm) or to the LA website shown below.

If you want to see a copy of the information about you that we hold and/or share, please contact The Pastoral Centre at FUS.

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

<http://www.dorsetforyou.com/privacynotice>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices>

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or the DfE as follows:

• Data Protection Officer

• Public Communications Unit

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Records Management Unit  
Dorset County Council  
Colliton Park  
DORCHESTER  
Dorset DT1 1XJ  
website: [www.dorsetforyou.com](http://www.dorsetforyou.com)  
email: [d.j.wilson@dorsetcc.gov.uk](mailto:d.j.wilson@dorsetcc.gov.uk)  
tel: 01305 225175

Department for Education  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
tel: 0370 000 2288