

PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

Privacy Notice - Data Protection Act 1998

We, Archers Brook SEBD Residential School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and your child and may receive information from your child's previous school and other agencies. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes contact details, national curriculum assessment results, attendance informationⁱ and 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 undertaken.

We will not give any information to anyone outside the school without your consent unless the law requires us to do so. We may pass on personal information for child protection reasons or to other relevant agencies or partners.

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

If you want to see a copy of the information we hold and share then please contact Mrs June Sedgwick, Business Manager.

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.cheshirewestandchester.gov.uk/default.aspx?page=5340> and
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2WD		The Data Protection Officer Cheshire West and Chester Council HQ 58 Nicholas Street Chester Cheshire CH1 2NP	
Website	https://www.gov.uk/government/organisations/department-for-education	Website	http://www.cheshirewestandchester.gov.uk/
Contact	https://www.education.gov.uk/help/contactus/dfe	Contact	FOIWest@cheshirewestandchester.gov.uk
Tel	0370 000 2288	Tel	0300 123 8 123

Once your child is aged 13 or over, we are required 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 your address and that of your child, together with their name and date of birth and any further information relevant to the support services' role. However, you or your child (if they are over 16) can ask that no information beyond their name, address, date of birth and your address, be passed to the support service. Please inform Mrs June Sedgwick, Business Manager if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

ⁱ Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained Schools