

APPENDIX 1 - Privacy Notice – Students - Data Protection Act 1998

The Yare Education Trust is the Data Controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support students' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school and the Trust, as a whole, is doing
- support transition to Post-16 education / training.

This information will include contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us and personal characteristics such as ethnic group, any special educational needs a student may have as well as relevant medical information. For students enrolling for Post 14 qualifications, the Learning Records Service supply us with the unique learner number (ULN) and may also give us details about learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to the Local Authority (LA) who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with Post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the LA and Youth Support Services by informing the Company Secretary. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to the Local Authority's website.

In Addition for Secondary Schools - Youth Services Information Only (formerly Connexions)

The LA has a statutory duty 'to encourage, enable or assist young people's participation in education or training' (Section 68(1) of the Education and Skills Act 2008). The LA therefore has a key role in ensuring that all 16 and 17 year olds are made aware that they should be offered a place in Post-16 education or training, to work with partners to shape education and training provision to meet young people's needs and to collect and record the offers made to young people to help target resources on those who have still to find a suitable place.

Once a student is aged 13 or over, the school is legally required to pass on certain information to the LA to enable them to carry out this duty. This information contains the name, address and date of birth of the student and any further relevant information relevant to the support services' role.

Youth Support Services pass on some of the information they collect to the DfE to enable them to assess local authorities' performance and determine the destinations of young people after they have left compulsory education.

Online information, advice and support on a range of issues affecting young people can be found on the Gov.uk education and learning pages at <https://www.gov.uk/browse/education>.

Post-16 Providers (for Year 11 students)

Sharing data relating to young people between schools and Post-16 providers is key to ensuring the successful transition of young people from a Pre-16 to Post-16 learning/training setting. To support young people's transition we will share information directly with Post-16 providers. This will include information collected as part of the statutory School Census return, such as but not limited to:

- free school meal eligibility
- special educational needs
- language information
- exclusions information
- attendance information.

You can ask that no information be passed to Post-16 providers. If you do not wish your information to be shared in this way please send a signed letter to:

EET 11-19 Commissioning Team
Norfolk County Council Children's Services
Room 117 - 1st Floor
County Hall
Martineau Lane
Norwich
NR1 2DH

Information may be shared with other agencies where we have a duty to work together in the best interests of the child or young person. Such information sharing is in line with the law and the information sharing guidance issued by the DfE. Further information can be found on the DfE's website - <http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>.

In addition, The Yare Education Trust may pass such data as is necessary to contractors operating our payments, and any other online systems to enable accounts for students to be set up and operated.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact The Company Secretary on 01603 497711.

We are required, by law, to pass some information about our students to the DfE. This information will, in turn, then be made available for use by the LA.

The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the LA and/or DfE collect and use your information, please visit:

- the LA at <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>;
- or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>