

ST CLEMENT'S HIGH SCHOOL GOVERNING BODY



Privacy Notice - Data Protection Act 1998

1 Statement

- a. We, St Clement's High School, are the Data Controller for the purposes of the Data Protection Act.
- b. We collect information from you, and may receive information about you from your previous school and the Learning Records Service.
- c. We hold this personal data and use it to:
 - i. support our students' teaching and learning;
 - ii. monitor and report on their progress;
 - iii. provide appropriate pastoral care;
 - iv. assess how well the school as a whole is doing; and
 - v. support transition to post 16 education/training.

2 Data

- a. This data includes:
 - i. contact details;
 - ii. national curriculum assessment results;
 - iii. attendance information;
 - iv. characteristics such as ethnic group, special educational needs and any relevant medical information;
 - v. special educational needs; and
 - vi. any relevant medical information.
- b. If students are enrolling for post 14 qualifications we will be provided with their unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.
- c. This data may only be used or passed on for specific purposes as allowed by law.

3 Sharing

- a. From time to time the school is required to pass on some of this data to:
 - i. local authorities;
 - ii. the Department for Education (DfE); and
 - iii. agencies that are prescribed by law such as:
 - A. Ofsted;
 - B. the Department of Health (DH);
 - C. Primary Care Trusts (PCT)
 - D. The Learning Records Service, or
 - E. any successor bodies.
- b. 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

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- c. 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.

4 Rights

- a. Students, 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.
- i. 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.
 - ii. A parent or carer would normally be expected to make a request on a child's behalf if the child is younger.
- b. If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing.
- c. Details of these organisations can be found on the following websites
- i. <http://www.norfolk.gov.uk/fairprocessingnotices>
 - ii. <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
 - iii. <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>
 - iv. for those students or parents or carers where this is not practical a hard copy can be obtained from the school office or from:
 - A. 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; or
 - B. 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>
tel: 0370 000 2288
 - v. School Contact:
 - A. Mrs F Burridge
Headteacher's PA
Tel: 01553 828648
Email: office@st-clements.norfolk.sch.uk
Website: www.st-clements.norfolk.sch.uk

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5 Local Authority (LA)

- a. The Local Authority 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).
- b. 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.
- c. Once you are aged 13 or over, the school is legally required to pass on certain information to the local authority to enable them to carry out this duty.
- d. This information contains the name, address and date of birth of the student and name and address of the parent or carer, and any further relevant information.
- e. However, parents or carers, or the student themselves, if aged 16 or over, can ask that no information beyond name, address and date of birth of student and name and address of parent or carer be passed on to providers of Youth Services.
- f. If as a parent or carer, or as a student aged 16 or over you wish to opt-out and do not want providers of Youth Services to receive from the school information beyond student and parent or carer name and address, and student date of birth then please contact the school.

6 Responsibilities and accountabilities

a. The Governors are responsible for:

- i. Ensuring that this notice is in place;
- ii. Publicising the notice;
- iii. Ensuring that the notice is up to date; and
- iv. Monitoring the effectiveness of this notice.

b. The Headteacher is responsible for:

- i. Assisting the Governors in the publication of this notice; and
- ii. Ensuring that all relevant parties are aware of, and adhere to, all elements of this notice whether directly or by delegation.

7 Context note

- a. Throughout this statement policies shall refer to any and all formal policies and procedures.
- b. This policy is to be taken as read – however, where there are found to be omissions of coverage, or where it is no longer in line with Government advice, statutory guidance or legal requirements, Norfolk’s most recent Model Policy (or policies) covering the matter(s) in question is/are hereby formally adopted.
- c. The intention of the Governing Body is to adopt the model policy (or policies) provided by Norfolk County Council for school use as a fall-back position. Where there is difference between the school policy and the model policy, the model policy will take precedence - unless it is specifically indicated in the

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school's policy that the Governing Body has determined to adopt an alternative logical, legal and detailed provision

8 Monitoring and Review

- a. The Premises Committee will be responsible for monitoring the effectiveness of this policy;
- b. The Premises Committee will review this policy annually; and
- c. Changes will be made in line with legislation.

Signed:

Date: 7th May 2013