



PRIVACY NOTICE

We, Thomas Alleyne's High School, 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 DfE. We hold this personal data to:

- support our students 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, exclusion information, destination information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

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

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE). Other organisations we are most likely to share data with are Ofsted, The NHS/School Nurse Team, Entrust, and examining bodies such as AQA, Edexcel, OCR, WJEC. We may also share certain personal data relating to students aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

If you want to see a copy of the information we hold and share about you then please contact Mrs K Hughes (Business and Facilities Manager)

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

<https://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

<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 the DfE as follows:

Schools Information Governance Officer
Staffordshire County Council
Staffordshire Place 2
Stafford
ST16 2DH
Telephone: 01785 278109
Email: igu.schools@staffordshire.gov.uk

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

If you are enrolling for post 14 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us 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 13-19 in England. We must provide the address of you and your parents, your date of birth and any other 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 Mr A Storer (Business and Operations Manager) if this is what you or your parents wish.

For more information about young peoples' services, please go to our local authority website <http://www.staffordshire.gov.uk/Homepage.aspx> or go to the Directgov page at <https://nationalcareersservice.direct.gov.uk>