

**SANDY UPPER SCHOOL & COMMUNITY
SPORTS COLLEGE**



Engayne Avenue, Sandy,
Bedfordshire, SG19 1BL

Mr David Stevinson

Tel No. 01767 680598

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We Sandy Upper School & Community Sports College are a 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 and 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. 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 and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs M Howard, Data Manager.

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

Central Bedfordshire local authority:

www.learning.centralbedfordshire.gov.uk/index.cfm?s=1&m=8&p=45.index

Department for Education (DfE):

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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

- Rob Hutton, Principal Information & Records Officer,
Priory House,
Monks Walk,
Chicksands
Shefford SG17 5TQ
Telephone : 0300 300 8000
- 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/contactus>
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools relating to pupils in Year 8 and above

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 names and addresses of the pupils and their parents (including the pupil's date of birth) and any further information relevant to the support services' role.

However, until a pupil is aged 16 or older, the parent(s) can ask that no information beyond the pupil's name, address and date of birth (and the parent's name and address) be passed on to the youth services provider. This right transfers to pupils on their 16th birthday. **Please inform in writing if you do not give for the school to provide additional information to the Youth Support Service.**

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm.