

Privacy Notices:

Information about pupils in Secondary Schools and alternative provision.

Data Protection Act 1998: How we use pupil information.

We collect and hold personal information relating to our pupils 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 our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

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

Once our pupils reach the age of 13, the law requires us to pass on certain information to *Services for Young People. Hertfordshire County Council, Farnham House, Six Hills Way, Stevenage, SG1 2FQ* 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 <http://www.hertsdirect.org/services/youngpeople/> by informing:

Mrs K Jenkin

Brandles School
Weston Way
Baldock
SG7 6EY

01462 892189

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 our local authority website <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

Youth Connexions will support you to achieve this with our new combined Careers Education Information Advice and Guidance (CEIAG) and work-related learning offer.

Youth Connexions Hertfordshire; supports Brandles in its statutory duty of providing independent and impartial careers guidance to its students. Information is shared with Youth Connexions to enable them to provide appropriate advice and guidance tailored to the individuals need.

Other Institutions involved in collaborative delivery. Where we are involved in collaborative delivery with other schools / colleges and learning providers, pupil information may also be shared

to aid the preparation of learning plans and use of data to achieve the objectives identified above.

Some of the information you supply will also be used by ParentPay to create and run an online service to allow Brandles School to manage, dinner money and cashless catering and online payments.

Some of the information you supply will be used by Pearson Education for the purpose of providing SuccessMaker services, this data will only be retained by Pearson Education for the period we subscribe to SuccessMaker and will, thereafter be removed.

Pearson Privacy statement: <https://register.pearsoncmg.com/reg/include/license2.jsp>

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

We will not give information about our pupils 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:

Mrs K Jenkin

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SG7 6EY

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We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil 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 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 pupil 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) pupil 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 our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.hertsdirect.org/services/edlearn/privschr/> or

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>