

H:/2017 – 2018/Privacy Notice Letter

2017/2018

Dear Parent/Guardian

Macmillan Academy, the Data Protection Act and The Privacy Notice

Schools, local authorities and the Department for Education (the DFE, the government department which deals with young people) all hold information on students in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, amongst other things, that the data held about students must only be used for specific purposes allowed by law. I am therefore writing to tell you and your son/daughter about; the types of data held, why that data is held, and with whom it may be shared. I have attached overleaf the Privacy Notice for your information.

You (or your son/daughter) have a right to see the information held and have a right to ask us not to pass any information (apart from name and address) to the Youth Support Services in the local area (the Careers Service).

If you have any questions about the Data Protection Act or the Privacy Notice please do not hesitate to contact me on 01642 800800.

Yours sincerely

Mr A Jordan
Deputy Principal

PRIVACY NOTICE for students in Macmillan Academy 2017 – 2018

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, attitudinal and behaviour data, 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 their learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Middlesbrough 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 Youth Support Services (the Careers Service) by informing Lynn Bede MIS Administrator at Macmillan Academy. 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:

www.middlesbrough.gov.uk

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

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:

- Lynn Bede l.bede@macademy.org.uk or directly on 01642 736560

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

The 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 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 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:

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