

## PRIVACY NOTICE

### *Pupils*

#### **Privacy Notice - Data Protection Act 1998: How we use your information**

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- support you in your transition to a post-16 provider of education or training.

Information about our pupils that we hold 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 and qualifications.

***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 some information about you to the Department for education (DfE). This information will, in turn, then be made available for the use by the LA.

If you require more information about how our local authority and/or DfE collect and use your information, please visit:

<http://www.barnsley.gov.uk/privacy-notice> and

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

If you want to receive a copy of the information about you that we hold, please contact: Miss Theresa Smith, Headteacher.

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:

- Customer Feedback and Improvement Team  
Barnsley Council  
P O Box 634  
Barnsley  
S70 9GG  
Tel 01226 770770  
email: [online@barnsley.gov.uk](mailto:online@barnsley.gov.uk)
- Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street

Manchester

M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>

Telephone: 0370 000 2288

Contact form: <http://www.education.g...>