

## **Privacy Notice - Data Protection Act 1998**

We, Feversham College, 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 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, characteristics such as ethnic group, special educational needs and any 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.

The information that we hold will be shared with healthcare advisors and other relevant agencies used to deliver health, social and welfare. It will also be used to support Feversham operations e.g. cashless catering, School Transport. Information will be forwarded to any relevant school if you move to a new establishment. Anyone we share data with is a Data processor for the purpose of the Data Protection Act.

### **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 Department for Education (DfE) and, in turn, this will be available for the use (s) of the Local Authority.

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 address of you and your parent/carer (and your date of birth) and any further information relevant to the support services' role. In addition we need to provide information to work experience providers.

However, until you are aged 16 or older, your parent/carer 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 16<sup>th</sup> birthday. Please inform our main office if this is what you or your parent/carer wish.

For more information about young peoples' services, please go to the Gov.UK website at [www.direct.gov.uk](http://www.direct.gov.uk) or the LA website shown below.

If you want to see a copy of the information about you that we hold and/or share, please contact our main office.

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

[Bradford Schools Online](#)

**PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units**

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Future House  
Bolling Road  
Bradford  
West Yorkshire  
BD4 7EB
- website: <https://bso.bradford.gov.uk/Schools/Home.aspx>
- tel: 01274 385500
  
- Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT
- website: [www.education.gov.uk](http://www.education.gov.uk)
- email: <http://www.education.gov.uk/help/contactus>
- tel: 0370 000 2288