

PRIVACY NOTICE

Pupils in Schools, Academies, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

Your school, Academy, setting or education provision is the Data Controller for the purposes of the Data Protection Act. They collect information from you, and may receive information about you from your previous school, setting or provision and the Learning Records Service. They hold this personal data and use it to:

- ³⁵₁₇ Support your teaching and learning;
- ³⁵₁₇ Monitor and report on your progress;
- ³⁵₁₇ Provide appropriate pastoral care, and
- ³⁵₁₇ Assess how well your school, setting or provision is doing.

This information includes your contact details, national curriculum assessment results, attendance information^A, and personal characteristics such as your 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 by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

The school, Academy, setting or provision will not give information about you to anyone outside the school, setting or provision without your consent, unless the law and our rules allow us to. Schools, settings and provision are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). Academies 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.

If you want to see a copy of the information they hold and share about you then please contact the administrator at your school, Academy, setting or provision.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- www.thurrock.gov.uk/education/content.php?page=privacy and
- <http://www.thurrock.gov.uk/foi/> and
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you do not have access to the internet and would like hard copies please contact your setting, Academy, school or provision. Alternatively please contact the council customer contact centre on 01375 652652.

^A Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.

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If you require further information please refer to the relevant contact details below:

To make a general enquiry or request to see personal data held about you / your child by the LA please contact the Council via our customer contact centre on 01375 652652 who will direct your call to the appropriate team.

Thurrock Council, Telephone:
Children Education and Families 01375 652947 / 652553
Directorate

(for enquiries about Data Collections) Telephone: 01375 652500
Information Manager Email: information.matters@thurrock.gov.uk
(for general Data Protection enquiries)

Thurrock Council

Civic Offices

New Road

Grays

Essex

RM17 6SL

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: www.education.gov.uk
e-mail: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288.

In addition for Secondary Schools and Academies

Once you are aged 13 or over, the school, Academy or provision is required 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.

They must provide the name and address of you and your parents (and your date of birth), and any further information relevant to the support services' role.

However, until you are aged 16 or older) your parent(s) can ask that no information beyond your name and 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 16th birthday. Please inform your school, Academy or provision if this is what you or your parents wish.

For more information about young people's services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the Thurrock Council website at : <http://www.thurrock.gov.uk/youth/>