

## **PRIVACY NOTICE**

**For Pupils in Schools**  
**Please retain this page for your records.**

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

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

Information about our students 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 students 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.

In addition once our students reach the age of 13, the law requires us to pass on certain information about them to Redcar & Cleveland Borough Council who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these students' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/carer(s) and any other information relevant to their role. 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/carer can ask that no information apart from their child's name, address and date of birth be passed to Redcar & Cleveland Borough Council by informing Mrs Paula Melling. 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.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk). Mrs Melling is contactable via [p.melling@bydales.outwood.com](mailto:p.melling@bydales.outwood.com)

Careers guidance – information is shared with Careers Inc, our Careers guidance provider, who may in turn share information with third party learning providers where it is in the best interests for progression of students.

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

- [www.bydales.outwood.com](http://www.bydales.outwood.com) or
- our local authority at <http://www.redcar-cleveland.gov.uk/rcbcweb.nsf/Web+Full+List/11DAE1479E0981EC802574E90053BF6D?OpenDocument>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>