

September 2016

Dear Parents/Carers

Privacy Notice - Data Protection Act 1998

Martin High School are a Data Controller for the purposes of the Data Protection Act. We collect personal information from you about your child/children and may receive information about your child/children from previous schools and the Learning Records Service. We hold this personal data and use it to:

- Support your child/children's learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your child/children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If they are enrolling for post 14 qualifications the Learning Records Service will provide us with a unique learner number (ULN) and may also give us details about their learning or qualifications.

We will not give information about your child/children to anyone outside the school without your consent unless the law and our policies allow us to.

We are required by law to pass some of this information to our Local Authority (LA) and the Department for Education (DfE).

If you want to see a copy of the information about your child/children that we hold or share, please contact Mr P Wicken, Deputy Headteacher.

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

www.leics.gov.uk/schoolsfpn

www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you cannot access these websites, please contact the LA or DfE as follows:

- Mike Challands
Information and Data Team
Room 140
County Hall
Glenfield
Leicestershire, LE3 8RF
0116 305 6637
mike.challands@leics.gov.uk

¹Attendance information is NOT collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.gov.uk/government/organisations/department-for-education
email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools

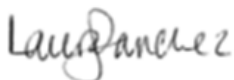
Once your child/children are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in the area. This is the local authority support service for young people aged 13 to 19 in England. We must provide their names and addresses and, in addition, yours as parents/carers, and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parents/carers can ask that no information beyond names, addresses and date of birth be passed to the support service. This right transfers to your child on their 16th birthday.

For more information about young people's services, please go to the National Careers Service page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

Yours sincerely



Laura Sanchez
Headteacher