

# PRIVACY NOTICE

for  
*Pupils at Kingsdown Secondary School*

## Privacy Notice - Data Protection Act 1998

We **MRCs Ltd** (as proprietor of Kingsdown Secondary School) are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school, other statutory and voluntary agencies and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers 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 names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell Lisa Courtney if you wish to opt out of this arrangement. 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>

***We will not give information about you to anyone without your consent unless the law and our policies allow us to. Please note especially our Confidentiality Statement:***

### **“CONFIDENTIALITY**

Staff at Kingsdown cannot have confidential relationships with parents/carers or pupils. We will always inform the appropriate authorities if we are told things that cause us to believe that a child or young person is at risk of significant harm. We will also inform the Police if we are made aware of criminal activities”

We are required by law to pass some information about you to Local Authorities (LAs) and the Department for Education. Any information that is published by them about you will not enable you to be identified.

If you want to receive a copy of the information about you that we hold or share, please contact **Lisa Courtney**

---

<sup>1</sup>.

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

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- 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>  
Telephone: 0370 000 2288