

Privacy Notice ~ Pupils Data Protection Act 1998

We, Delce Academy, 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 and the Learning Records Service. We hold this personal data and use it 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, exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

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 use by the local authority.

In addition we will use this information to share with the managed services we operate in school.

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

If you want to see a copy of the information about you that we hold or share, please contact Director of Business & Finance, Castle Trust.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, then please go to the following website:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access this website, 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

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

