

Dear Parent/Carer

Privacy Notice - Data Protection Act 1998: How we use your information

We **Holmer Green Senior School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service. The school holds this personal data and uses it to:

- Support our pupils' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services.

This information that we hold includes children's contact details, national curriculum assessment results, attendance information, any exclusions information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information. If your child is enrolling for post-14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

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

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for use by the Local Authority.

If you want to see a copy of the information that we hold about your child, please contact office@hgss.co.uk

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

LA: <https://www.buckinghamshire.gov.uk/your-council/privacy/privacy-information-for-specific-services/>

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

In addition for Secondary Schools

Once your child reaches the age of 13, the law requires us to pass on certain information about them to providers of Youth Support Services in your area who have responsibilities in relation to the education or training of 13-19 year olds – in Buckinghamshire this Youth Support Service is provided by Connexions Buckinghamshire. We provide them with the name and address of both you and your child (and your child's date of birth) 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/guardian can ask that no information apart from your child's name, address and date of birth (and your name and address) be passed on to the Youth Support Services by informing office@hgss.co.uk. This right is transferred to your child once he/she reaches the age of 16.

If your child lives outside Buckinghamshire, Buckinghamshire Council may also pass this information on to their home Local Authority.

For more information about services for young people, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

Data Protection Officer: Lynda Jackson – jacksonl@holmer.org.uk