

Privacy Notice: Data Protection Act 1998

Westwood College is the Data Controller for the purposes of the Data Protection Act. We collect and hold information from our students, and may receive information about them from their previous school, local authority and/or the Department for Education (DfE). We hold this personal data and use it to:

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

This information includes your son/daughter's contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they have left the College and personal characteristics such as their ethnic group, any special educational needs and relevant medical information. If your son/daughter 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 your son/daughter has undertaken.

We will not give information about your son/daughter 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 information about your son/daughter to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority. The Department for Education may also share their personal data that we supply 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.

If you would like to see a copy of the information about your son/daughter that we hold and/or share, please contact Mrs Kim Bailey, Support Services Manager, at the College.

Once your son/daughter is aged 13 or over, we are required by law to pass on certain information to providers of Youth Support Services in your area who have responsibilities in relation to the education or training of 13-19 year olds. 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 request that only their child's name, address and date of birth be passed to the Local Authority or the provider of Youth Support Services by informing Mrs Kim Bailey, Support Services Manager at the College.

This right is transferred to the child once he/she reaches the age 16. For more information about young peoples' services, please go to the National Careers Service page at:- <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

Decisions on whether the Department for Education (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 the Local Authority and/or Department for Education collect and use your son/daughter's information, please visit:

- <http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>