



PRIVACY NOTICE

Students in Schools, Alternative Provision and Student Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Moat House School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school / education setting and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Provide appropriate support and pastoral care including access to relevant support services that may be required;
- Monitor and report on your progress, and
- Assess how well your school is doing and how to access the complaint processes for local authority or school services if necessary.
- Apply for funding for your place
- Assist you with obtaining Independent information, advice and guidance regarding Careers
- Assist you with accessing services / funding relevant to you and your baby

This information includes contact details, national curriculum assessment results, attendance information, family benefit information as it relates to free school travel / uniform, housing information related to admissions, information provided by the family / school / other agencies related to complaints and personal characteristics such as your ethnic group, any special educational needs, relevant medical information and details of services provided. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Who we share data with:

We will not give information about you to anyone outside this establishment without your consent unless the law and the school's policies permit it. We are required by law to pass some of your information to the Local Authority (LA) for monitoring, tracking and provision of appropriate services, and to the Department for Education (DfE). The LA and the DfE in turn are required to share some information with trusted partners including local NHS Trusts and other local authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possible to children and young people. For further details, please refer to the section "Where to Find Further Information" in this notice.

Public Health use information about students for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual students cannot be identified from them. The student's information will be provided by Stockport Council to the School Nurses – this is to support vaccination and other relevant health programmes. Public Health England may also obtain student / baby information if it is required by the Infection control team – should our cohort be highlighted as at risk of spreading an infectious harmful disease.

Stockport Family (Services for Young People)

SfYP provides youth support services in Stockport and is designed to support children and young people who are not participating (or at risk of not participating) in learning. Stockport family as well as other areas of Stockport Council, work with children and young people aged 5 to 19 (25 for young people with disabilities). Student information will be used by Stockport Family and key partners to ensure they are able to provide the best service possible to young people.

For young people aged 13 or over, we are required by law to pass on certain information to SfYP. We must provide the names and addresses of you and your parent(s) (and your date of birth) and any further information relevant to the support services' role. However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to Stockport SfYP. This right transfers to you on your 16th birthday. Please inform **the Data & Assessment Manager** if this is what you or your parents wish.

If you would like more information about Services for Young People, you can contact the service by e-mail at: sfyp@stockport.gov.uk phone: 474 2300

14-19 Education and Training

If you are enrolling for a collaborative post-14 programme, for example, a work placement or work experience, the school or Local Authority may share data with the delivery centre. The delivery centre could be another school or college or employer within Stockport or the surrounding area. This data will be used for the same purpose as outlined above. It may also include information about the health details of the individual in order to provide an appropriate risk assessment for the placement. The information required may include contact details, assessment results, attendance information, personal characteristics and unique learner number (ULN) as well as a copy of their Curriculum Vitae, if appropriate. Personal information may also be used to obtain a DBS – if this is required by the Work experience placement. This DBS certificate will only be applied for with the students full consent.

The ULN is a unique ten digit number that the student and their education organisations can use throughout their lifelong learning journey: from school, to college or university; and for any future UK learning. It is important to inform students of their ULN as students may need to use it throughout their lifelong learning in a similar way as the National Insurance number is used for employment. It is also important to give students a copy of the standard schools Privacy Notice published by the Learning Records Service, which includes information about

ULNs. This informs students about how their data is being shared. Copies of the Privacy Notices for both Learning Providers and for Learners and Parents can be found on the Learning Records Service website as follows:

<https://www.gov.uk/government/publications/lrs-privacy-notices>

Where to Find Further Information

If you want to see a copy of the information we hold and share about you then please contact **the Data & Assessment Manager**.

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:

<http://www.stockport.gov.uk> and search for privacy notices

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

If you are unable to access these websites or need further clarification please contact:

Karen Hillen
Upper Ground Floor, South
Stopford House,
Stockport
SK1 3XE

0161 474 4299

IGSchoolSupport@stockport.gov.uk

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

May 2018