

Fair Processing Statement

Date of approval	May 2016
Review date	May 2018

Headteacher: **Mrs J Gray, MSc, NPQH**

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Privacy Notice for Pupils in Secondary Schools

Privacy Notice – Data Protection Act 1998

We, St Michael's Church of England High 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 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 and personal characteristics such as your ethnic group, any special educational needs 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 and qualifications.

In addition for secondary aged pupils

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 (LA) 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 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support services. This right transfers to you on your 16th birthday. Please tell the Data Manager if you wish to opt out of this arrangement. For more information about young people's services go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/pages/default.aspx>

Section 72 of the Education and Skills Act 2008 requires all schools to provide relevant information about pupils to LA that helps to identify those at risk of ending up not in education, employment or training (NEET) post 16.

Triple S

"The results of physical tests for individual children, e.g. a test of a child's balance, carried out as part of the Triple S programme may be passed to the LA. Pupils are able to opt out of both the physical tests and the recording of height and weight as part of the Triple S program. These results may be matched to other data held by the LA on these children and used for the production of school and group level statistics. It will not be possible to identify individual pupils from the statistics.

We will not give information about you 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 you to our LA and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold or share, please contact the Data Manager.

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

[Sandwell Council website - Privacy Notice](#)

[How the Department for Education shares pupil and workforce data](#)

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer
Sandwell Council House
PO Box 16230
Oldbury
West Midlands
B69 9EX

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>
Contact: <https://www.gov.uk/contact-dfe>
Telephone: 0370 000 2288
Monday to Friday, 9am to 5pm