

**PRIVACY NOTICE for pupils in Schools, Alternative Provision and Pupil Referral Units**  
**Privacy Notice - Data Protection Act 1998**

We Kingsdown School are the 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 and the Learning Records Service. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>A</sup>, and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs Lewis.

<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.swindon.gov.uk/yourcouncil/dataprotectionact.htm> and
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Information Manager, Children Services, Swindon Borough Council, Sanford House, Sanford Street, Swindon, SN1 1QH.  
website: [www.swindon.gov.uk](http://www.swindon.gov.uk)  
email: [sbyford@swindon.gov.uk](mailto:sbyford@swindon.gov.uk)  
tel: 01793 465785
- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
tel: 0870 000 2288.

#### In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform Mrs Lewis at Kingsdown School if you wish to opt-out of this arrangement. For more information about Connexions please go to the LA website shown above.