



## Privacy Notice - Data Protection Act 1998

Highcliffe School is Data Controller for the purposes of the Data Protection Act 1998. We collect information from you, and may receive information about you from your previous school and from 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, characteristics such as your 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 Department for Education (DfE) and also pass information to the Local Authority to support the welfare and learning of students.

For the administration of examinations we will also pass information to the Joint Council for Qualifications (JCQ) and the awarding bodies. A copy of the JCQ Fair Processing Notice to Candidates is available from the school's website.

Once you are aged 13 or over we are required to pass on certain information to the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent(s) name and address, and any further information relevant to the support services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name, address and date of birth be passed to youth services provider. Please inform the school if you wish to opt-out of this arrangement.

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

If you require more information about young peoples' services and how the LA and/or DfE store and use your information, then please go to the following websites:

<http://www.dorsetforyou.com/privacynotice>

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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

Data Protection Officer  
Records Management  
Dorset County Council  
Colliton Park  
DORCHESTER  
Dorset  
DT1 1XJ

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.dorsetforyou.com](http://www.dorsetforyou.com)  
Email: [d.j.wilson@dorsetcc.gov.uk](mailto:d.j.wilson@dorsetcc.gov.uk)  
Tel: 01305 225175

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Tel: 0370 000 2288