

26 January 2012

Dear Student

Privacy Notice - Data Protection Act 1998

We at Birchwood High 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 and personal 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.

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 support service for all young people aged 13 to 19 in England.

We must provide both you and your parents(s) name and address, 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, our OV7 form gives you the opportunity to opt-out of this arrangement. For more information about Connexions please go to the LA website shown below.

Other Institutions involved in collaborative delivery. Where secondary schools are involved in collaborative delivery with other schools / colleges and learning providers, pupil information may also be shared to aid the preparation of learning plans and use of data to achieve the objectives identified above, we may also share some of your achievements with your previous schools.

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 to pass some of your information to the Local Authority and the Department for Education (DfE), the Qualifications and Curriculum Development Authority (QCDA) and the Examination Awarding Bodies.

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

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.hertsdirect.org/scholearn/privacysch2010/>

<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 DfE as follows:

- Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13
email: dataprotection@hertscc.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Please don't hesitate to contact me if you have any queries.

Yours sincerely

S Hood (Mrs)
Office Manager