

Data Protection Act 1998: How we use your information

We collect, hold and process personal information relating to our pupils and may receive information about them from their previous school or college, Local Authority and the Department for Education (DfE). We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, parent(s)/guardian(s) details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

We are required by law to pass some information about that we hold about pupils and parents to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so, for example, where the Local Authority is required to provide a programme of assistance. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

In addition, once our pupils reach the age of 13, the law requires us to pass on certain information about them to the Local Authority who has responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the Local Authority by informing **Mrs Susan Walker at St Anne's Academy**. This right is transferred to the child once he/she reaches the age 16. For more information about young people's services, please go to the National Careers Service page at [National Careers Service](#)

We will not give information about you to anyone without your consent unless the law and our policies allow us to. If you want to receive a copy of the information about you that we hold, please contact:

- Mrs Susan Walker - Tel: 0161 643 2643. e-mail: susan.walker@stannesacademy.org.uk

We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in

place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our Local Authority at [Rochdale Council](#) or
- the DfE website at [Department for Education](#)