

PRIVACY NOTICE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units

and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We Heaton Manor School are a 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, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) 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 information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Jean Burn on 0191 2818486 ext: 2001 or jburn@heatonmanor.net 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:

<http://www.newcastle.gov.uk/education-and-learning/schools/privacy-notice>

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

Jim Gaff
Performance and Data Manager
Performance and Data Team
Children's Services
Newcastle City Council
Room 401
Civic Centre
Barras Bridge
Newcastle upon Tyne
NE1 8PU
email: jim.gaff@newcastle.gov.uk

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

Website: <http://www.education.gov.uk>
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England.

We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday.

Please inform Jean Burn (School Administrator) if this is what you or your parents wish.