

# PRIVACY NOTICE for pupils in secondary schools, special schools, alternative provision and pupil referral units

## Privacy Notice - Data Protection Act 1998

We **The Nelson Thomlinson 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>1</sup> 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.

***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 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 S Bragg**.

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.cumbria.gov.uk/childrensservices/educationandlearning/schools/privacynotice.asp>

and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/t hirdpartyorgs/>

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

Performance Unit  
**Children's Services**

5 Portland Square

Carlisle

CA1 1PU

website: [www.cumbria.gov.uk/childrensservices](http://www.cumbria.gov.uk/childrensservices)

email: [shaun.smith@cumbriacc.gov.uk](mailto:shaun.smith@cumbriacc.gov.uk)

tel: 01228 226860

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

## **PRIVACY NOTICE for pupils in secondary schools, special schools, alternative provision and pupil referral units**

- 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)  
Telephone: 0870 000 2288

**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 S Bragg if you wish to opt-out of this arrangement. For more information about Connexions, please contact the Local Authority as shown above.

**Aimhigher...Cumbria** The School may send information about pupils to Aimhigher...Cumbria. The Aimhigher programme, which is funded by the Higher Education Funding Council for England (HEFCE) with support from the Department for Business, Innovation and Skills (DBIS), aims to ensure universal awareness of the potential benefits of higher education and to support access to higher education (HE) for those from low participation areas. In addition to pupil information received from schools and the Local Authority, Aimhigher...Cumbria will directly collect information from pupils taking part in activities within the Aimhigher...Cumbria programme. Aimhigher...Cumbria is required to collect information to help targeting, monitoring and evaluating its activities to maintain and improve the quality of services it provides. The information required by Aimhigher...Cumbria includes name, date of birth, gender and other personal details of pupils and their home background. This information is used to create aggregated and anonymised reports.

**Data Protection Officer, Aimhigher...Cumbria, University of Cumbria, Brampton Road, Carlisle CA3 9AY.**