

## **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. 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>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

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

The Local Authority also holds information for children who have been offered an assessment or service by the Authority. For more information please go to the LA website or contact them using the details below.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.cumbria.gov.uk/childrensservices/schools/privacynotice/privacynotice.asp> and
- [http://www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

If you are unable to access these websites, please contact the LA or the DCSF 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>A</sup> Attendance information 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 Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 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.

**S-cool Limited** The School may send information about learners to a third party organisation called S-cool Limited for the provision of software products delivered over the internet. These products can help the learner to identify qualities, skills and ambitions, help them to plan and apply for their work experience, plan their education and career and/or submit online applications for courses. Schools may also forward learner target grades which can then be uploaded into an individual learner's e-ILP. The information required by S-cool Limited includes the pupil first name, surname and date of birth. S-cool also requests the ethnicity and gender of learners and although this data is not essential, it is valuable in helping educational organisations to monitor and improve the quality of service they provide by allowing them to run aggregated reports of data.

**Data Protection Officer, S-cool Limited, 19 Elmdale Road, Tyndalls Park, Bristol. BS8 1SG.**

**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.**