

## PRIVACY NOTICE

for

**Huntcliff School**

### Privacy Notice - Data Protection Act 1998

We **Huntcliff Academy Trust** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. 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 you. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the support services by informing the **school's Careers Officer**. This right is transferred to you once you reach the age of 16. For more information about services for young people, please go to our local authority website.

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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 or share, please contact **Mrs R Woollass**

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

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 the LA and DfE collect and use your information, please visit:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- our local authority at
- CMISS Support Team
- Tel: 01724 297297
- 
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **Lincs4u**

In order to enable young people in North Lincolnshire to access the Lincs4u e-prospectus, the council provides basic demographic data to the company 'First Media' who manage this service. The data is used by enable young people aged 14-19 to register with the Lincs4u ([www.Lincs4u.co.uk](http://www.Lincs4u.co.uk)) website.

The Lincs4u e-prospectus is a comprehensive one-stop source of information that lists and provides details of all the qualifications, courses and providers in North Lincolnshire and North East Lincolnshire. It will help your child find out what courses are on offer in your area and allow you to apply.

Further information is available <http://www.lincs4u.co.uk/about.asp>

## **Other Databases used by Huntcliff Academy Trust**

### **Capita Sims & Pars**

This is the Student Information Management System that is used for data/admin educational purposes within school.

***Textanywhere*** Text Information Service

### **CPOMS**

Pastoral Management System for use within school.

### **Tascsoft**

Uses data stored in Sims for teaching and learning purposes within school.

***Insight*** This program allows parent access to relevant data regarding their child/children.

### **MyMaths;Sum Dog; Dynamic Learning; Kerboodle; Pixl Maths App (PMA)**

Uses data stored in Sims for teaching & learning purposes in Maths.

### **Servest/Cunninghams**

Uses data for the Biometric lunchtime system.

### **Parent Pay**

Provides the opportunity for parents to pay on-line.

### **Eclipse**

The Library Program that uses basic data from Sims to enable students to access Library Resources.

### **GL Assessment**

Testing program for schools

### **Sisra**

Statistical analysis program for pupil's attainment data.

### **Examination Boards**

AQA

BCS

OCR

Pearson

Educas

Use basic pupil information for attainment.

### **Hodder AQA Dynamic Technology Learning Packages**

Learning tool for Technology

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