



# SHERINGHAM HIGH SCHOOL

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Headteacher: Dr Andrew Richardson

## Privacy Notice - Data Protection Act 1998

This notice explains how we use any personal information we collect about you and how to access this information if you wish to.

We, Sheringham High 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 our students teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the School as a whole is doing.

This data includes your contact details, national curriculum assessment results, attendance information<sup>1</sup>, characteristics such as 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.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the School is required to pass on some of this data to local authorities, the Department for Education (DfE) and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Requests to access your personal data held at school should be sent to The Business Manager at the School address given above. Details of the other organisations referred to can be found on the following website <http://www.norfolk.gov.uk/fairprocessingnotices> or for those students/parents where this is not practical a hard copy of the information on this website can be obtained from The Business Manager at the School.

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

<http://www.norfolk.gov.uk/fairprocessingnotices>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/researchandstatistics/statisticalreturns/a0064391/who-the-department-passes-pupil-data-to>

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<sup>1</sup> Attendance is not collected for pupils under 5 at early Years settings or maintained Schools as part of censuses for the Department of Education.

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

Teresa Burdett,  
File Access Manager,  
Children's Services,  
County Hall,  
Room 22,  
Martineau Lane,  
Norwich,  
NR1 2DL  
Email: [teresa.burdett@norfolk.gov.uk](mailto:teresa.burdett@norfolk.gov.uk)  
Tel: 01603 223839

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: [http://www.education.gov.uk/help/contact us](http://www.education.gov.uk/help/contact-us)  
tel: 0370 000 2288.

In addition– Youth Services Information only (formerly Connexions)

The local authority has a statutory duty “to encourage, enable or assist young people’s participation in education or training” (Section 68(1) of the Education and Skills Act 2008). The local authority therefore has a key role in ensuring that all 16 and 17 year olds are made aware that they should be offered a place in post-16 education or training, to work with partners to shape education and training provision to meet young people’s needs and to collect and record the offers made to young people to help target resources on those who have still to find a suitable place.

Once you are aged 13 or over, the school are legally required to pass on certain information to the local authority to enable them to carry out this duty. This information contains the name, address and date of birth of the student and name and address of the parent, and any further relevant information.

However, parents, or the student themselves, if aged 16 or over, can ask that no information beyond name, address and date of birth of student and name and address of parent be passed on to providers of Youth Services. If as a parent, or as a student aged 16 or over you wish to opt-out and do not want providers of Youth Services to receive from the school information beyond student and parent name and address, and student date of birth then please contact The Business Manager at the School.