

PRIVACY NOTICE

St Leonards Academy processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

We hold and use your information to support your teaching and learning, monitor and report on how well you are doing, provide you with pastoral care and to assess how well your school is doing.

The information we hold includes your contact details, national curriculum assessment results, attendance information, your ethnic group, special educational needs and any relevant medical information.

If you are enrolling for post-14 qualifications, the Learning Records Service will give us your unique learner number (ULN). We may also ask them for details of any learning you have done in the past or any qualifications you have.

We will not give information about you to anyone outside the school without your permission unless the law and our rules permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (DfE).

YOUTH SUPPORT SERVICES

Once you are aged 13 or over, by law we have to pass on certain information to the provider of youth support services in your area. This is East Sussex County Council's youth support services for all young people aged 11 to 19.

We have to pass on your name, address and date of birth and your parent's or carer's name and address and other information that the youth support services need to provide their services.

However, you (if you are 16 years or older) or your parent or carer can ask that no information beyond your name, address and date of birth and your parent's or carer's name and address be passed to the youth support services. Please tell **Mr Ben Cowell** if you wish to opt-out of this arrangement.

If you want more information about youth support services in East Sussex, please contact East Sussex County Council. Their website and contact details are given below. You can also see more information about young people's services on the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

St Leonards Academy

If you want to see a copy of the information we hold and share about you then please contact **Mr Ben Cowell**

East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

www.eastsussex.gov.uk/dataprotection

If you are unable to access this website, please contact:

Information Governance Officer
Children's Services
East Sussex County Council
County Hall
St Anne's Crescent
Lewes
BN7 1UE

☎ 01273 482901
✉ CS.DPA@eastsussex.gov.uk
📄 www.eastsussex.gov.uk

Department for Education

If you need to know more about how the DfE stores and uses your information please see their websites:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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

If you are unable to access these websites, the DfE can send you a copy of this information. Please contact:

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

☎ 0870 000 2288
✉ <http://www.education.gov.uk/help/contactus>
📄 www.education.gov.uk