

HOLBROOK SCHOOL FOR AUTISM PRIVACY NOTICE

Privacy Notice - Data Protection Act 2018

We Holbrook School for Autism 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 ^A and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

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 (LA), 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 Gail Edmonds (School Business Manager).

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

www.derbyshire.gov.uk/privacynotices

<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>

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

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

Data Protection/Freedom of Information Officer
Children and Younger Adults Department
Derbyshire County Council
County Hall
Matlock
Derbyshire
DE4 3AG
website: www.derbyshire.gov.uk
email: foi@derbyshire.gov.uk
tel: 01629 536470

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Tel: 0370 000 2288.

In addition for Secondary and Middle deemed Secondary Schools

If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records service and may also obtain from them details of any learning or qualifications you have undertaken.

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Gail Edmonds (School Business Manager) if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/youngpeople/index.htm or the LA website shown above.