

## HODGE HILL GIRLS' SCHOOL



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SCHOOL

### PRIVACY NOTICE – DATA PROTECTION ACT 1998

We Hodge Hill Girls' School are the Data Controller for the purposes of the Data Protection Act 1998 and, as such, are registered with the ICO and comply with the principles 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>, any exclusion information, where you go after you leave us and personal characteristics such as ethnic group, special educational needs and any relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the Youth Support Services in your area who have responsibilities in relation to the education or training of 13-19 year olds. 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 them. A parent/guardian can request that only their child's name, address and date of birth be passed to the Youth Support Services in your area by informing Ms Gupwell, Senior Office (Data) Manager. This right is transferred to the child once she reaches the age of 16. For more information about services for young people, please go to the Local Authority website: [www.birmingham.gov.uk](http://www.birmingham.gov.uk)

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. If you want to see a copy of the information we hold and share about you then please contact Ms Gupwell, Senior Office (Data) Manager.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

The School retains the right to disclose a child's personal data to Statutory Bodies where it considers it necessary and within the Data Protection Act.

The 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.

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

Decisions on whether the 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 our Local Authority and/or DfE collect and use your information, please visit:

- Our Local Authority at: <https://www.birmingham.gov.uk>; or
- The DfE website at: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>