

## PRIVACY NOTICE

for

*The Stonehenge School*

### Privacy Notice - Data Protection Act 1998

We, The Stonehenge School, 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 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.

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/documentlibrary/documents/privacy-notice-eng.htm>

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#Data\\_protection\\_further\\_info-Anchor-Privacy\\_Notices](http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm#Data_protection_further_info-Anchor-Privacy_Notices) and

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

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

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

- Pip Rabbits  
Data and Information Sharing Manager  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
Email: [piprabbits@wiltshire.gov.uk](mailto:piprabbits@wiltshire.gov.uk)  
Telephone: 01225 713091
  
- 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/contactus>  
Telephone: 0370 000 2288

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 must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s) can ask that no information beyond names, address and your date of birth be passed to the support service. **This right transfers to you on your 16<sup>th</sup> birthday.** Please inform The Stonehenge School office in writing if you wish to opt-out of this arrangement. 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>