

# Oaks Park High School

**Title of Policy:** Privacy Notice - Students

**Person responsible:** J Hamill

**Date for review:** Annually

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## Privacy Notice - Data Protection Act 1998

Oaks Park High School is the 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.

The information we hold includes your contact details; national curriculum assessment results; attendance information; personal characteristics, eg. your ethnic group; any special educational needs required and relevant medical information. If you are enrolling for post-14 qualifications, the Learning Records Service will provide us with your unique learner number (ULN) and may also give us details about your learning or qualifications.

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 13-19 in England. We must provide the names and addresses of you, your parents/carers and any further information relevant to the support services role. However, if you are 16 or over you or your parents/carers can request that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform the school office if you wish to opt for this arrangement.

For more information about young people's services, please visit the National Careers Service page at: <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

***We will not provide 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 require a copy of this information, please contact the school office.

If you need more information on how the LA and DfE store and use your information, please use the following websites:

<http://www.redbridge.gov.uk/cms/educationandyoungpeople/schoolsupportinformation/strategies/plansandpolicy.aspx>

or

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

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

Research & Data Team  
Lynton House  
255-259 High Road  
Ilford  
IG1 1NN

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

Website: [www.education.gov.uk](http://www.education.gov.uk)

Tel: 0370 000 2288

Email: <http://www.education.gov.uk/help/contactus>