



Churnet View
Leek, Staffordshire
ST13 6PU
01538 384939

September 2017

Dear Parent/Carer

Re: Privacy Notice - Data Protection Act 1998

Churnet View Middle School is 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 and the Learning Records Service. 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 and personal characteristics such as your ethnic group, any special educational needs 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. ***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 information about you to the Local Authority, including Entrust, the Department for Education (DfE), Ofsted and various examination boards. Where appropriate we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual students changing school (or address) to ensure continuity of health care.

If you would like to see a copy of the information about you that we hold and/or share, please contact Mrs Sam Burgess, Bursar at the school.

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 name and address and your parent/carer'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. Please inform Sam Burgess, Bursar if you wish to opt-out of this arrangement.

For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx> or the LA website shown below.

If you require more information about how the school, Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- <http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>
- [http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/d
atause](http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/d
atause)

Yours sincerely,

Mr S Fryer
Headteacher