



Privacy Notice for Pupils

Grafham Grange School complies with the Trust's Data Security, Protection & Retention Policy. This document provides the Privacy notice to be provided to all pupils on admission.

The school is a data controller for the purposes of the Data Protection Act and collects 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 teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well as a whole the school is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information 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 the Learning Records Service will give us 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 to 19 in England. We must provide the names and addresses of you and your parent(s), 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, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the School Office Administrator 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 www.nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx

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

If you want to receive a copy of the information about you that we hold or share, please contact the School Office. If you need more information about how the LA and DfE store and use your information, you can obtain the LA contact details from the School Office or follow this link:

www.gov.uk/data-protection-how-we-collect-and-share-research-data

Alternatively, you can contact the Department for Education:

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

Website: www.education.gov.uk
Email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288