

5 September 2011

Dear Parent / Carer

Privacy Notice - Data Protection Act 1998

We **Aylesbury Grammar School** are a data controller for the purposes of the Data Protection Act. We collect information from you about your child and may receive information about your child from their previous school and the Learning Records Service. The school holds this personal data and uses it to:

- Support its pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post-14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about your child 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 your child to the Local Authority and the Department for Education (DfE)

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

If you want to see a copy of the information that we hold and/or share about your child, please contact **Mrs J Warman, School Office Manager**

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

LA: www.buckscc.gov.uk/privacynotice

DfE:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/notifications/a0077959/what-the-department-does-with-pupils-and-childrens-data>

and

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

LA: schoolsweb@buckscc.gov.uk

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

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Secondary Schools

Once your child is aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England – in Buckinghamshire this youth support service is provided by Connexions Buckinghamshire. We must provide the name and address of both you and your child (and your child's date of birth) and any further information relevant to the support services' role.

However, until your child is aged 16 or older, parent(s) can ask that no information beyond your child's name, address and date of birth (and your name and address) be passed on to the youth services provider. Please inform **Mrs J Warman, School Office Manager** if this is what you or your child wishes. This right transfers to your child on their 16th birthday.

If your child lives outside Buckinghamshire, Connexions Buckinghamshire may also pass this information on to their home Local Authority.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or for services in Buckinghamshire please go to <http://www.connexionsbucks.org.uk>.