



Policies and Procedures
Privacy Notice

Privacy Notice for students and parents - Data Protection Act 1998

We, Lightcliffe Academy, are a 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, characteristics such as ethnic group, special educational needs and any 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.

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 16th birthday. Please inform the General Office by emailing admin@lightcliffeacademy.co.uk if you wish to opt-out of this arrangement.

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

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

If you want to see a copy of the information we hold and share about you, please contact the General Office by emailing admin@lightcliffeacademy.co.uk.

If you require more information about how the LA and DfE use your information, please go to the following website:

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

If you are unable to access this website, please contact the DfE as follows:

- 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