

## Our Lady's Convent High School

### PRIVACY NOTICE: STUDENTS

#### Privacy Notice - Data Protection Act 1998

Our Lady's Convent 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 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, 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 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 of your information to London Borough of Hackney (Local Authority), formerly The Learning Trust, and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Ms Debra Toomey.

Once you are 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. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16<sup>th</sup> birthday. Please inform Ms Debra Toomey if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YountPeople](http://www.direct.gov.uk/en/YountPeople) or the LA website shown below.

If you require more information about how London Borough of Hackney, and/or DfE store and use your information, then please go to the following websites:

[http://trustnet.learningtrust.co.uk/Trust/Services/ICT/school\\_census/Pages/UsefulCensusDocuments.aspx](http://trustnet.learningtrust.co.uk/Trust/Services/ICT/school_census/Pages/UsefulCensusDocuments.aspx)

[http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy\\_notices](http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy_notices)

If you are unable to access these websites, please contact the Local Authority or Department for Education as follows:

Data Protection and legal queries

Kym Beeston  
[kym.beeston@learningtrust.co.uk](mailto:kym.beeston@learningtrust.co.uk)

Schools – Pupils and Staff

Sylvia Redhead, Education Information & Data Service  
[Sylvia.redhead@learningtrust.co.uk](mailto:Sylvia.redhead@learningtrust.co.uk)

Department for Education

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288