

## Privacy Notice (Students) – Data Protection Act 1998

We, Westfield School, are a data controller for the purposes of the Data Protection Act (1998).

We collect and hold information from you and may receive information about you from your previous school, the local authority and the Department for Education. We use this information to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us 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 are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

### Support Services for young people aged 13-19

Once you are aged 13 or over, we are also required by law to pass on certain information to Sheffield Futures, the local authority support service for young people aged 13 to 19. We may also share certain personal data when you are aged 16 and over with post-16 education and training providers in order to secure appropriate services for you. We must provide your name, address, date of birth and any further information relevant to the support service's role.

However, until you are aged 16 or older, your parent(s)/carer(s) can ask that no information beyond your name, address and date of birth - and their name(s) and address - be passed on to Sheffield Futures. This right transfers to you on your 16th birthday. Please inform Jennie Meadows, Data Manager if this is what you or your parent(s)/carer(s) wish.

For more information about young peoples' services in Sheffield, please go to the Sheffield Futures website at <http://www.sheffieldfutures.org.uk/>.

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

If you want to see a copy of the information about you that we hold and/or share, please contact Jennie Meadows, Data Manager.

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

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For more information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

More information about how the Local Authority and/or DfE collect and use your information is available as follows:

<https://www.sheffield.gov.uk/education/about-us/information-sharing/pupil-information.html>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these resources we can send you a copy.

The LA and DfE can be contacted directly as follows:

First Point  
Sheffield City Council  
Howden House  
1 Union Street  
Sheffield  
S1 2SH

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Tel: 0370 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

<http://www.education.gov.uk/help/contactus>