



# SCHOOL PRIVACY NOTICE (STUDENTS)

Information Governance Admin

Designated Lead: Finance & Facilities Director  
Reviewed by Governors: Autumn 2022  
Review cycle: 2 years  
Next review: Autumn 2024

# ALLERTON GRANGE SCHOOL

## Privacy Notice



*(This privacy notice has been adapted from the Leeds City Council recommended notice for Pupils in Schools, Academies, Alternative Provision and Pupil Referral Units and Children in Early Years Settings)*

### Privacy Notice - Data Protection Act 2018

Schools, Academies, Alternative Provision, Pupil Referral Units, Local Authorities (LA), the Department for Education (DfE) and other educational bodies that process personal data about pupils and staff are required by the Data Protection Act (2018) to issue a notice to parents/pupils and staff to inform them of the purposes for which that personal data may be held and used.

Allerton Grange School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from other organisations, such as your previous school or the Learning Records Service. We hold this personal data to:

- Support your learning.
- Monitor and report on your progress.
- Assess how well we are doing.
- Provide appropriate pastoral care, and
- Support you in your transition to a post 16 provider of education or training

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. The Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

This data may only be used or shared with other organisations for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities (LAs), the Department for Education (DfE), and to agencies that are prescribed in law, such as Ofsted, the Education Funding Agency (EFA), the Department of Health (DH), Primary Care Trusts (PCT), and the Skills Funding Agency (SFA) that require access to data for the Learner Records Service (please see below for contact details). All these organisations are data controllers in respect of the data they receive or share and are subject to the same legal constraints by law in how they deal with your information.

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 youth support services' role.

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 email [agadmin@allertongrange.com](mailto:agadmin@allertongrange.com) 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 <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

In accordance with the raising of the participation age, any education or training provider must, by law, inform the LA of any person who 'drops out' of their post 16 provision. The LA has a statutory duty to ensure young people are engaging in education, employment or training from age 16 to 19. In order to comply with this duty, information relating to young people of this age who are not engaging in education, employment or training will be shared by Allerton Grange School with the LA, the appropriate post 16 education provider or college and any commissioned provider of youth services appointed by the LA. Information may also be shared by the LA and/or the post 16 education provider/college back with Allerton Grange School.

If you want to receive a copy of the information about you that we hold or share, please email [agadmin@allertongrange.com](mailto:agadmin@allertongrange.com).

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

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

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

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

<http://skillsfundingagency.bis.gov.uk/>

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

If you cannot access these websites, please contact the LA or DfE as follows:

- Information Governance Team  
Children's Services

Website: [www.leeds.gov.uk](http://www.leeds.gov.uk)

Email: [childrens.information.policy@leeds.gov.uk](mailto:childrens.information.policy@leeds.gov.uk)

Telephone: 0113 3950780

- Public Communications Unit  
Department for Education

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

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

Telephone: 0370 000 2288