

## **PRIVACY NOTICE**

The St Leonards Academy processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

We hold and use your information to support your teaching and learning, monitor and report on your progress, provide you with pastoral care and to assess how well the school is doing.

The information we hold includes your contact details, national curriculum assessment results, attendance information, your ethnic group, special educational needs and any relevant medical information.

If you are enrolling for post-14 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us details of any learning you have done in the past or any qualifications you have.

We will not give information about you to anyone outside the school without your permission unless the law and our policies permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (DfE).

## **YOUTH SUPPORT SERVICES**

Once you are aged 13 or over, the law requires us to pass on certain information about you to the provider of Youth Support Services in your area. This is East Sussex County Council's Youth Support Services, who have responsibilities in relation to the education or training of all young people aged 13 to 19.

We have to pass on your name, address and date of birth and your parent's or carer's name and address and other information that the Youth Support Services need to provide their services.

Your parent or guardian can ask that no information apart from your name, address and date of birth be passed to the Youth Support Services by informing Mrs Gail Ferguson. Once you reach the age of 16 you can make this request yourself.

If you want more information about youth support services in East Sussex, please contact East Sussex County Council. Their website and contact details are given below. You can also see more information about young people's services on the DirectGov Young People page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We may also share personal information relating to children age 16 and over with post 16 education and training providers in order to secure appropriate services for them.

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for use by East Sussex County Council.

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.

For more information on how this sharing process works, please visit:  
<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

## **YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU**

### **The St Leonards Academy**

If you want to see a copy of the information we hold and share about you then please contact Mrs Gail Ferguson.

### **East Sussex County Council**

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

[www.eastsussex.gov.uk/dataprotection](http://www.eastsussex.gov.uk/dataprotection)

If you are unable to access this website, please contact:

Information Governance Officer

Children's Services


### **East Sussex County Council**

County Hall

St Anne's Crescent

Lewes

BN7 1UE

 01273 335645

 [CS.DPA@eastsussex.gov.uk](mailto:CS.DPA@eastsussex.gov.uk)

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

### **Department for Education**

If you need to know more about how the DfE collects and uses your information please see their website:

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