

PRIVACY NOTICE - DATA PROTECTION ACT 1998

We **Kingsmead School** are the 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 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.

The School has a duty of care to all of their pupils, and this care comes into being every day at the start of the school day and whilst the pupil is on school premises. In order to assist with this duty this school has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, Emergency Closure, Reminders of Holidays and Events.

To inform parents or designated carers of important issues the Text Messaging Service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the pupil's first name, no other personal data will be retained by the Texting Company.

If you require any further information please contact the School.

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 the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact **Mrs Liz Pow, Business Manager**.

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

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

For further information held by the Department for Education contact

Department of Education
Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ

Phone: 0370 000 2288

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

In addition:

Once you are aged 13 or over we are required to pass on certain information to the Careers services. Careers South West Ltd is the government's support service for all young people aged 13 to 19 in Somerset. We must provide both your and your parents(s) name and address, and any further information relevant to the careers services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform **Mrs Liz Pow** if you wish to opt-out of this arrangement.

The contact details for Careers South West are:

Careers South West Ltd.
Tamar Business Park
Pennygillam Industrial Estate
Launceston
PL15 7ED

The data manager is AndyTellam, Head of Information Systems. Email:
andy.tellam@careerssw.org
Phone (01566) 777672