

# PRIVACY NOTICE

For

Students at Kendrick School

## Privacy Notice - Data Protection Act 1998

Kendrick School is the data controller for the purposes of the Data Protection Act. The school collects personal information from parents and students and may receive additional information about its students from their previous school and the Learning Records Service. This personal data is held for the purposes of:

- Support the students' teaching and learning;
- Monitor and report student progress;
- Provide appropriate pastoral care, and
- Assess how well the students are doing.

Information held includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will provide unique learner number (ULN) and may also provide details about learning or qualifications.

## In addition for Secondary Schools

For students aged 13 or over, the school is required by law to pass on certain information to providers of youth support services in the area. This is the local authority support service for young people aged 13 to 19 in England. The school will provide the names and addresses of students and their parent(s), and any further information relevant to the support services' role.

However, for students aged over 16, students (or their parent(s)) can ask that no information beyond names, addresses and date of birth be passed to the support service. This right transfers to the student on their 16th birthday. Students must inform the school's Administration Manager if they wish to opt out of this arrangement. Further information about young people's services, can be accessed at National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***Kendrick School will not give information about its students to anyone without their consent unless the law and the school's policies allow us to.***

The school is required by law to pass some information about its students to the Local Authority (LA) and the Department for Education.

The school is 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 of the LA.

Students may receive a copy of the information held or shared about themselves by contacting the School Administration Manager.

More information about how the LA and DfE store and use personal information, by accessing the following websites:

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

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

or

- 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: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

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