

24th September 2012

Dear Parent/Carer

Privacy Notice - Data Protection Act 1998

St Margaret's C. E. High School is the Data Controller for the purposes of the Data Protection Act. We collect information from your son/daughter, and may receive information about them from their previous school and the Learning Records Service. We hold this personal data and use it to:

- support your son/daughter's teaching and learning;
- monitor and report on your son/daughter's progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes both your son/daughter's and your own contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. If your son/daughter is enrolling for post 14 qualifications we will be provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications your son/daughter has undertaken.

Once your son/daughter is 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 both your son/daughter's and your own name(s) and address, and any further information relevant to the support services' role. However, if your son/daughter is over 16, he/she or you as parents can ask that no information beyond names, address and date of birth be passed to the support service. If you wish to opt out of this arrangement, please contact Mrs S Power, Office Manager, at St Margaret's.

We will not give information about your son/daughter to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your son/daughter's information to the Local Authority (LA), and 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 S Power, Office Manager.

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

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

If you are unable to access this website, please contact the LA or DfE as follows:

- Liverpool City Council Information Manager by phone on 0151 225 3132
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Yours sincerely

Dr D F Dennison
Headmaster