

Our Ref: 109 16

9<sup>th</sup> September 2016

Dear Parent/Carer

### **Data Protection Act 1998: How we use your information**

St Margaret's C.E. Academy holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

From time to time, schools are required to pass on some of this data to Local Authorities, the Department of Education (DfE) and to agencies that are prescribed by law, such as:

- Qualifications and Curriculum Authority (QCA)
- Ofsted
- Learning and Skills Council (LSC)
- Department for Health (DH)
- Primary Care Trusts (PCT)
- Youth Support Service

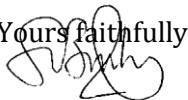
The Youth Support Service is the government's support service for all young people aged 13 to 19 in England. It also provides support up to the age of 25 for young people who have learning difficulties or disabilities (or both).

The service brings together all the services and support young people need during their teenage years offering differentiated and integrated support to young people through Personal Advisers (PAs). PAs work in a range of settings including schools, colleges, one-stop shops community centres and on an out-reach basis.

For pupils of 13 years and over, the school is legally required to pass on certain information to Service providers on request. This information includes the name and address of the pupil and parent, and any further information relevant to the Youth Support Services' role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address be passed on. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want the Youth Support Service to receive

from  
St Margaret's C.E. Academy information beyond name and address, then please contact Mrs Power, Office Manager in the school office.

Yours faithfully



**Mr S Brierley**

**Principal**