

# ANGLO EUROPEAN SCHOOL DATA PROTECTION POLICY



Policy	
Received/first adopted*	
Origin	
Statutory/Non-Statutory	Statutory
Reviewed/approved* by Leadership Team	
Ratified/Reviewed* by Committee FGB/Curriculum/F&R/Personnel	F&R 03/03/2015
Ratified/Reviewed by FGB	18/03/2015
Published to Governor's area on Website	
Published in school	24/03/2017
Planned review date if any	03/03/2017
Reviewed	Biennial

## **Privacy Notice - Data Protection Act 1998**

Anglo European School, is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, National Curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and 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 about your learning or qualifications.

Once you are 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 the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform the School Business Manager if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at:

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

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so.

We are 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.

If you want to receive a copy of the information about you that we hold or share, please contact the School Business Manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

<http://www.essex.gov.uk/>

or the DfE website//[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data).

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.essex.gov.uk> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>