

Privacy Notices:

Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

Sandwell Community School

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as 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.

Pupils from the age of 13

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Sandwell Metropolitan Borough Council who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Sandwell Metropolitan Borough Council by informing the School Administrator at the following campus:

- Alex Pryer – Smethwick Campus
- Jane Simpson – Tipton Campus
- Alison Knight – Tividale Campus
- Lynda Gibbons – Wednesbury Campus
- Julie Clarke – West Bromwich Campus

This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website.

http://www.sandwell.gov.uk/info/200295/schools_and_learning

All pupils are offered careers guidance with the Connexions Advisor who comes in to school on a regular basis. Pupils names are given to the careers advisor.

The Alternative Providers we deal with are NOVA, Startright, Krunch, Coneygre Arts Centre, and Sandwell College. The information we provide them with is the pupils' names and addresses, dates of birth, a contact name, address and telephone number of their parent or guardian and any other relevant information relating to special needs, behaviour and attendance.

The information we provide West Midlands Police is the pupils' names and address, date of birth, a contact name, address and telephone number of their parent or guardian and any other relevant information relating to special needs, behaviour and attendance.

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

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

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.sandwell.gov.uk/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Alex Pryer – Smethwick Campus
- Jane Simpson – Tipton Campus
- Alison Knight – Tividale Campus
- Lynda Gibbons – Wednesbury Campus
- Julie Clarke – West Bromwich Campus