

**September 2015**

**Privacy Notice - Data Protection Act 1998**

We at Bury CE High School are 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.

**Public Health Services** - For pupils aged 5 to 16 years, the Local Authority Children's Services department from information already supplied by schools to the local authority will pass on basic demographical information to the Public Health service, for the sole purpose of Public Health using the information for organizing, developing and monitoring child immunization programs, to ensure that all parents and pupils receive prompt and accurate details of information in respect of their child's immunizations. The school information that will be provided for this purpose will be the name and address of the pupil and their parents and school attended. In addition, the date of birth of the pupil is supplied.

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. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, 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 tell Mrs D Golding, Office Manager if you wish to opt out of this arrangement. For more information about services for young people, please visit [Bury Youth Service](#) or the [National Careers Service](#)

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 some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs D Golding, Office Manager.

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

- our [local authority](#)
- the DfE [website](#)

If you cannot access these websites, please contact the LA or DfE as follows:

Bury Council  
3 Knowsley Place  
Duke Street  
Bury  
BL9 0EJ  
Email: [childrensdatateam@bury.gov.uk](mailto:childrensdatateam@bury.gov.uk)

Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288