

# Cardinal Wiseman Catholic Technology College - Privacy Statement

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## **Data Protection Act 1998**

We are a data controller for the purposes of the Data Protection Act. We collect information from parents and students and may receive information about students from their previous school and the Learning Records Service. We hold this personal data and use it to:

- ☑ Support teaching and learning;
- ☑ Monitor and report on progress;
- ☑ Provide appropriate pastoral care, and
- ☑ Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If students are 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 students have undertaken.

Once students are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in the local area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both student and parents' name(s) and address, and any further information relevant to the support services' role. However, if students are over 16, they (or their parents) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to students on their 16th birthday. Please inform the school you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm).

**We will not give information about students to anyone outside the school without parents' consent unless the law and our rules allow us to.**

We are required by law to pass some information about students to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. If you want to see a copy of the information about your son/daughter that we hold and/or share, please contact the Headmaster's Professional Assistant

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following website:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you are unable to access this website we can send you a copy of this information. Please contact the DfE as follows:

☒ Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street  
London SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus> Telephone: 0370 000 2288