



Privacy (Data Protection) Policy

Review date: Jan 2018

Next review date: June 2018

Staff resp. for review: TROD

PRIVACY NOTICE

For Students at Norbury Manor Business and Enterprise College

Privacy Notice - Data Protection Act 1998

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

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well the college is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post-14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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

We are required by law to pass some information about you to the local authority and the Department for Education (DfE). 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(s) of the local authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs T Rodney, SIMS/Data Manager, by email at rodney@nmbec.org.uk or by telephone on 020 8679 0062. You need to give us 5 working days' notice to produce the information you require, and you may be charged for the costs of photocopying and/or printing.

If you require more information about how the local authority (LA) and/or DfE store and use your information, then please visit the following websites:

<http://www.croydon.gov.uk/democracy/data-protection-freedom-information/dpguidance>

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%200data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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

London Borough of Croydon
Bernard Weatherill House
8 Mint Walk
Croydon
CR0 1EA

Website: <http://www.croydon.gov.uk/>
Email: information@croydon.gov.uk
Telephone: 020 8726 6000

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

Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

In addition:

Once you are aged 13 or over, we are required by law to pass on certain information to the provider 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 address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday.

If, as a parent, or as a student aged 16 or over, you do not want support services to receive from the school information beyond name and address, then please contact the school within **28 days** of receiving this notice. If you do not notify the school that you wish to opt out after the 28-day period has elapsed, information will be passed to support services providers upon request.

The LA and DfE may supply to providers of support services information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 or over) have notified the school that support services should not receive information beyond name and address.

For more information about young peoples' services, please go to the Gov.uk Young People page at <https://www.gov.uk/government/policies/young-people> or the LA website shown above.

An Equality Impact assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

Updated Jan 2018.