



# **Richmond School**

## **Privacy Notice**

**Parents - Richmond School**

## Privacy Notice - Data Protection Act 1998

We, Richmond School 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, and
- Assess how well your school / PRU is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please write to Andrew Gardner, the School's Business Manager at Richmond School, Darlington Road, Richmond, North Yorkshire, DL10 7BQ

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 websites:

[www.northyorks.gov.uk/schoolrecords](http://www.northyorks.gov.uk/schoolrecords) and

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

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

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If you are unable to access these websites, please contact the LA or DfE as follows:

- Data Management Officer  
North Yorkshire County Council, Financial Services, County Hall,  
NORTHALLERTON, North Yorkshire, DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)  
email: [datamanagement.officer@northyorks.gov.uk](mailto:datamanagement.officer@northyorks.gov.uk)  
Telephone: 01609 533219
- 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

Post 14 Qualifications: If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken. Further information regarding the Learning Records Service can be found on the Internet at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk).

### Youth Support Services

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services for young people aged 13 to 19 in this area, North Yorkshire County Council. 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 support services provider. This right transfers to you on your 16th birthday. Please inform Andrew Gardner, the School's Business Manager if this is what you or your parents wish.

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) or the LA website shown above.

<b>Privacy Notice Implemented:</b>	<b>January 2012</b>
<b>Policy to be Reviewed:</b>	<b>January 2014</b>
<b>Committee Responsible</b>	<b>Leadership</b>