

Privacy Notice - Data Protection Act 1998 for Haywood Academy

Haywood Academy is the data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you and your child from their previous school, Stoke-on-Trent Council and the Learning Records Service. We hold this personal data and use it to:

- support your child's teaching and learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess how well the school is performing

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnicity, special educational needs details and relevant medical information. At such a time that your child is enrolling for post 14 qualifications we will be provided with his/her unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will not share information about you or your child with anyone outside the school without your consent unless the law and our rules allow us to but always in the very best interest of your child.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you require more information about how the Local Authority and/or DfE store and use the information you can contact them as detailed below:

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

Tel No: 0370 000 2288

Email: <http://education.gov.uk/help/contactus>

Website: www.education.gov.uk

Stoke on Trent City Council

Civic Centre

Glebe Street

Stoke on Trent

ST4 1HH

Tel No: 01782 234567

Email: enquiries@stoke.gov.uk

Website: www.stoke.gov.uk

We also have arrangements in place, to support your child's pastoral care, well-being and education, where we exchange information with the school nurse/Health Service, partner schools, Connexions, local post 16 colleges and if necessary the Police. This is, once again, always in the best interest of your child.

If you want to see a copy of the information about you that we hold and/or share, please contact:
Sue Reynolds, Office Manager, Tel No: 01782 853535

Once your child is aged 13 years or over, we are required by law to pass on certain information to the providers of youth support services in the 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 child and his/her date of birth and any further information relevant to the support service's role.

However, until your child is aged 16 years or older, you can ask that no information beyond your name, address and your child's name and address be passed on to them. This right transfers to your child on his/her 16th birthday. Please inform Joanne Shaw, via the school, if 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 or www.stoke.gov.uk