

The General Data Protection Regulations (GDPR): How we use your information

We collect and use personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We hold this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care;
- assess the quality of our services; and
- to comply with the law regarding data sharing

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to Hertfordshire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/carer can request that only their child's name, address and date of birth be passed to the support service by informing the Headteacher in writing. This right is transferred to the child once he/she reaches the age of 16. For more information about services for young people, please go to our local authority website. <http://www.hertfordshire.gov.uk/services/youngpeople/> or <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about students to anyone without their consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE). If you need more information about how our local authority and/or DfE collect and use information, please visit:

- our local authority at <https://www.hertfordshire.gov.uk/about-the-council/legal/privacy-policy/privacy-policy.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information that we hold about you, please contact the Headteacher in writing. Our Data Protection Policy can be found on the school website.