

Privacy Notice - Data Protection Act 1998



We, Ansford School are the 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 the school is doing.

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

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 of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Verity Smith.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- www.six.somerset.gov.uk and
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupildata/>
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

- Mrs Michèle Weaver
e-Communications Officer
e-Learning & Information Management
B Block,
County Hall
Taunton
TA1 4DY

Email: mmweaver@somerset.gov.uk

Website: <http://www.six.somerset.gov.uk/cypdim/>

- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

In addition for Middle, Secondary and Special Schools -

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform Verity Smith if you wish to opt-out of this arrangement. For more information about Connexions please, please contact the Local Authority as shown above.

In addition for Schools who use text messaging -

The school has a duty of care to all of their pupils, and this care comes into being everyday at the start of the school day and whilst the pupil is on school premises. In order to assist with this duty this school has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, Emergency Closure, Reminders of Holidays and Events.

To inform parents or designated carers of important issues the Text Messaging Service will send a standard text message to the designation mobile phone number. Apart from the contact number and pupil's first name, no other personal data will be retained by the Texting Company.

If you require any further information please contact Verity Smith at the school.