

PRIVACY NOTICE, AS REQUIRED BY THE DATA PROTECTION ACT 1998

Henry Beaufort School is the Data Controller for the purposes of the Data Protection Act. We collect information directly from you and your family, but we may also receive information about you from your previous school and/or other professionals providing services to you.

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 our school is doing.

Information held by us includes your contact details, national curriculum assessment results, attendance information, characteristics such as 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 permit it.

We are required by law to pass some of your information to the Local Authority (Hampshire County Council) and the Department for Children, Schools and Families (DCSF). If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how Hampshire County Council and/or the DCSF store and use this data, please look at the following websites:

- <http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>
- <http://www.teachernet.gov.uk> then search on 'privacy notice'

If you are unable to access these websites, please contact the Hampshire County Council or the DCSF as follows: Barbara Sorkin, Data Protection & Quality Adviser, Children's Services, Hampshire County Council, Elizabeth II Court East, The Castle, Winchester, SO23 8UQ

Website: <http://www.hants.gov.uk/> email: Barbara.Sorkin@hants.gov.uk tel: 01962 845554

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.

Secondary Schools

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, advice and guidance 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 staff. (This information will already be held by Hampshire County Council, whose staff also provide your local Connexions service.) Please inform the school office if you wish to opt-out of this arrangement. For more information about Connexions please, please see:-

<http://www3.hants.gov.uk/childrens-services/youth/cs-connexions.htm>
or contact Hampshire County Council.

In addition to the above we share information with the Joint Council for Qualifications (JCQ).