

**PRIVACY NOTICE**  
for

***Pupils in Schools, Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings***

**Privacy Notice - Data Protection Act 1998**

We **Swanmore College of Technology** 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, Hampshire County Council 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 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, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) 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 college without your consent unless the law and our rules allow us to.*** We follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at [http://www3.hants.gov.uk/information\\_sharing\\_policy\\_2009\\_-\\_trust\\_version.pdf](http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf)

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

We also have local arrangements in place where the college exchanges information with the school nurse, the PTA, the extended schools provider.

If you want to see a copy of the information about you that we hold and/or share, please contact **Jackie Edmunds, Director of Finance and Administration.**

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

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:

**For Hampshire County Council:**

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

**For the DfE:**

<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>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Colin Payne  
Data & Information Manager  
Children's Services  
Elizabeth II Court (East)  
The Castle  
WINCHESTER  
SO23 8UQ  
Website: <http://www3.hants.gov.uk/learning>  
email: [colin.payne@hants.gov.uk](mailto:colin.payne@hants.gov.uk)  
Telephone: 01962 845700
- 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

**In addition for Secondary Schools**

Once you are aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your 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 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 services provider. This right transfers to you on your 16th birthday. Please inform **Jackie Edmunds, Director of Finance and Administration** if you or your parents 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](http://www.direct.gov.uk/en/YoungPeople/index.htm). For more information about the Integrated Youth Teams in Hampshire please go to <http://www3.hants.gov.uk/childrens-services/youthtube.htm> ."