



PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We **The Priory City of Lincoln Academy** are a 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 your school is doing
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children

This information includes your contact details, national curriculum assessment results, attendance information¹ 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 school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact lincolndata@prioryacademies.co.uk marked for the attention of the Data Manager.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

In addition for Secondary Schools

Section 72 of the Education and Skills Act 2008 requires us to pass on certain information to Lincolnshire County Council who have responsibilities in relation to the education or training tracking. 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.

This data is used by Lincolnshire County Council to maintain a record of young people in Lincolnshire. This is used to keep track of young people to ensure they are offered appropriate support to remain in education, employment or training once they have left statutory education. Lincolnshire County Council also has a statutory duty to routinely report this data to the Department for Education.

The LA and school will then share your situation on leaving Statutory Education – This will be either in Education Employment or Training (EET) – by type, Not in Education Employment or Training (NEET) – by type or Unknown – the school may then share data back with the LA to confirm situations.

This data will be shared to ensure that the school fulfil their responsibility to know the Destinations of all the young people who leave their education Post 16 and allow the Local Authority to fulfil their statutory duty to know the whereabouts of young people up to the end of the school year in which they turn 18.

The information we must pass on about you is your name, address and date of birth. We may also be asked to pass on additional information about you – for example, your ethnicity - however you (if you are aged 16 or over) or your parents (if you are aged under 16) can refuse for this additional data to be passed on. Please inform lincolndata@priorityacademies.co.uk if this is what you or your parents wish.

You can read a copy of the Education and Skills Act 2008 at www.legislation.gov.uk

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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:

Local Authority (LA)

- InformationGovernance@lincolnshire.gov.uk

Department for Education (DfE)

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288