

Privacy Notice - Data Protection Act 1998

Reepham High School & College is a data controller for the purposes of the Data Protection Act. We collect personal information and may receive information about pupils from their previous school and the Learning Records Service. We hold this personal data to:

- Support learning.
- Monitor and report on progress.
- Provide appropriate pastoral care.
- Assess how well RHSC is doing.

Information about pupils that we hold includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

Once a pupil is 13 or over, we are required by law to pass on certain information to providers of youth support services. This is the local authority support service for young people aged 13 to 19. We must provide names and addresses and any further information relevant to the support services' role.

However, for those over 16, students can ask that no information beyond names, addresses and date of birth be passed to the support service. This right transfers on a pupil's 16th birthday. Please advise us if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at:

<https://nationalcareersservice.direct.gov.uk/aboutus>

We will not give information about any pupil to anyone without parental consent unless the law and our policies allow us to.

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

If you want to receive a copy of the information about you that we hold or share, please contact the school in writing.

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

<https://www.gov.uk/data-protection>

If you cannot access this website, please contact the DfE as follows:

Ministerial and Public Communications Division

Department for Education

Piccadilly Gate

Store Street

Manchester

M1 2WD

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Whitwell Road, Reepham, Norwich, NR10 4JT

Reepham High School Tel: 01603 870328 Email: office@reephamhigh.com www.reephamhigh.com

Reepham College Tel: 01603 870328 ext 295 Email: office@reephamcollege.com www.reephamcollege.com

