

Treat everyone you meet with dignity. Love your spiritual family. Revere God. This is the kind of life you've been invited into, the kind of life Christ lived.

1 Peter 2: Verse 17 - 23



Privacy Notice – Data Protection Act 1998

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

Our vision translates into our everyday practice. The values within ‘**Living Well Together**’ **in particular**, sharing with one another, is of specific relevance in this policy. We at All Saints 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.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your 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.

Once you are aged 13 or over, we are required by law to pass on certain information to 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 both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. **This right transfers to you on your 16th birthday.** Please inform Denise Greenwood, the School's Data Manager, if you wish to opt out of this arrangement. For more information about young peoples' services, please go to the National Careers Service page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

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Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found here:

<http://www.learningrecordsservice.org.uk/NR/rdonlyres/30EE21D9-0C38-4A67-85D9-923C052F2999/0/PN02PrivacyNoticesstudentsandlearnersversion13aug2012.pdf>

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(s) of the Local Authority.

If you want to see a copy of the information we hold and share about you then please contact Denise Greenhood, the School's Data Manager.

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:

<http://www.centralbedfordshire.gov.uk/search.aspx?q=data+protection>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

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