

# PRIVACY NOTICE – How we use your information

## Data Protection Act 1998

St. Mary's is a data controller for the purposes of the Data Protection Act. We collect information about our pupils and may receive information about them from their previous school, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data and use it to:

- Support the teaching and learning of our pupils;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

Information that we hold includes contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

Data subjects have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. It can be presumed that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish, but a parent would be expected to make a request on the child's behalf if the child is younger. If you want to receive a copy of the information that we hold or share, please contact [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk) or the academy reception

If a pupil is enrolling for post 14 qualifications the Learning Records Service will give us their unique learner number (ULN) and may also share details about their learning or qualifications. Once pupils are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. We must provide the names and addresses of pupils and parents and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support services for them on entry to post 16 provision. Parents, or pupils (if aged 16 or over), can ask that no information beyond names, addresses and date of birth be passed to the support service. Please inform the school if you wish to opt out of this arrangement.

You can find more information about young people's services at the Via Partnership website <http://www.cxl-uk.com> or on the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to share some pupil information with the Department for Education (DfE) and the Local Authority (LA). You can obtain information about how the DfE and LA store and use your information on the following websites:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>  
<http://www.blackpool.gov.uk/Your-Council/Transparency-and-open-data/Data-protection/Data-protection.aspx>  
[www.blackpool.gov.uk/schooldata](http://www.blackpool.gov.uk/schooldata)

Or you can contact the LA or DfE as follows:

- Blackpool Council  
Customer First Centre  
Municipal Building  
Corporation Street  
Blackpool  
FY1 1NF

Email: customer.first@blackpool.gov.uk  
Telephone: 01253 477477

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288  
Website: <https://www.gov.uk/government/organisations/department-for-education>