



Privacy Notice - Data Protection Act 1998

We, Forest Way School, are a data controller for the purposes of the Data Protection Act. We collect personal information from you about your son/daughter and may receive information about them from their previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

Once your son/daughter is age 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 their names and addresses and yours as parents/carers, and any further information relevant to the support services' role.

However when your son/daughter is aged 16 or over, you can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to your child on their 16th birthday. Please inform Ian Wood at school 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/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 pass some information about you 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 Ian Wood.

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

<http://www.leics.gov.uk> or

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



If you cannot access these websites, please contact the LA or DfE as follows:

- Performance Team – Leicestershire County Council – 0116 232 3232
- 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

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children -
a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.
