



Headteacher: Mr. M. Smallwood

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Foundation Trust Grammar School

October 2010

Dear Parent/Carer and Pupil,

To meet the requirements of the Data Protection Act 1998, I am instructed by the Department for Education, to issue the overleaf Privacy Notice. Where a pupil is younger than 12, the Notice is issued to the parent only, but where the pupil is aged 12 or more, the Notice has to be issued to parents and pupils.

Yours sincerely,

Mr M Smallwood
Headteacher

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Sale Grammar School, are the 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 ¹ 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.

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 of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact the Headteacher, Mr M Smallwood.

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:

www.trafford.gov.uk and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

- Andrew Phoenix
Trafford Council
Cherry Manor Centre
Cherry Lane
Sale
M33 4GY
Website: www.trafford.gov.uk
Email: schoolworkforce.census@trafford.gov.uk
Tel: 0161 912 5142

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform the Headteacher, Mr Smallwood, if you wish to opt-out of this arrangement. For more information about Connexions please go to the LA website shown above.