

PRIVACY NOTICE – secondary schools, special schools and pupil referral units

Data Protection Act 1998

Winterhill Comprehensive School is the Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous education establishment. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well the school is doing

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

Once you are aged 13 or over we are also required to pass on certain information to **Connexions**. This is the Government's information and advice service for all young people aged 13 to 19 (25 for young people with learning disabilities and difficulties) in England.

We must provide both your own and your parent/s name/s and address/es 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 **Data Leader** in writing at the address below if you wish to opt-out of this arrangement. For more information about Connexions, please contact your Connexions Personal Advisor in school.

We are also required by law to pass other information to the **Local Authority (LA)** and the **Department for Children, Schools and Families (DCSF)**.

If you want to see a copy of the information we hold and share about you then please contact **Data Leader** in writing to: Winterhill School, Data Department, High Street, Kimberworth, Rotherham, S63 7SP.

We will not give information about you to anyone else outside our school without your consent unless the law and our rules permit it.

If you require more information about how the LA and the DCSF store and use your data please go to the Council website www.rotherham.gov.uk

If you are unable to access this website, please contact either the LA or the DCSF as follows:

CYPS Information Governance Officer

Floor 2, Norfolk House, Walker Place, Rotherham. S65 1AS. Tel: 01709 822609

Department for Children, Schools and Families

Public Communications Unit, Sanctuary Buildings, Great Smith Street, London. SW1P 3BT. Tel: 0870 000 2288