

Darrick Wood School – How we use your information Fair Processing under the Data Protection Act 1998

This notice gives additional information to the Privacy Notice provided on our website and provides further information about the processing of pupils' personal data by the other organisations mentioned in that notice. Hard copies of these documents may be obtained from the School.

Darrick Wood School processes personal data about its pupils and is a Data Controller in respect of this for the purposes of the Data Protection Act 1998. We process this data to:

- support teaching and learning;
- monitor and report on pupils' progress;
- provide appropriate pastoral care, and
- assess how well the School as a whole is doing.

This data includes contact details, national curriculum and other assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. If a pupil joins the School in Year 9 or above we will be provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications that pupils have undertaken.

We will not give information about any pupil to anyone outside the School without consent unless the law and our rules allow us to.

We are required by law to pass some information about pupils to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority (London Borough of Bromley).

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:

London Borough of Bromley www.bromley.gov.uk
London Borough of Bromley, Civic Centre, Stockwell Close, Bromley BR1 3UH

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

If you are unable to access these websites the organisations concerned can send you a copy of this information. Please contact the LA or DfE as follows:

London Borough of Bromley
Civic Centre
Stockwell Close Bromley BR1
3UH
www.bromley.gov.uk

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

www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

If you wish to access your personal data, or that of your child, then you should contact the relevant organisation in writing.

Once pupils are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in the area. This is the local authority support service for young people aged 13 to 19 in England. We must provide addresses of pupils and their parents (and pupils' dates of birth) and any further information relevant to the support services' role.

However, until pupils are aged 16 or older, parent(s) can ask that no information beyond a pupil's name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to pupils on their 16th birthday. Please inform the School if this is what is required.

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>