

## **Privacy Notice - Data Protection Act 1998**

We, The Grange School and Sports College, 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. 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, characteristics such as 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.

In the course of your school career you may receive teaching or other educational opportunities from a range of providers outside the school, for example from other Kingswood Partnership schools or from e-learning platforms which provide resources to support your learning. The school may also share information about your educational choices and performance with The Kingswood Partnership 'core' team for management purposes, for example to decide which subjects to offer in Key Stage 4 or Post-16, or to provide a measure for quality assurance across The Partnership. The school will share only that information needed to support your learning or to ensure that duty of care obligations are met. For an updated list of these learning partners please go to the school website:

[www.thegrangeschool.net](http://www.thegrangeschool.net)

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

We are required by law to pass some of your information to the Local Authority (LA), 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 Mrs S Payne at the school.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

[www.southglos.gov.uk/PrivacyNoticeSchools](http://www.southglos.gov.uk/PrivacyNoticeSchools)

or

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

and

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

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

- **Children and Young People's Information Service**

South Gloucestershire Council

PO Box 2081

The Council Offices

Castle Street

Thornbury

BS35 9BQ

email: [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)

tel: 01454 868008

- **Department for Education**

Castleview House

East Lane

Runcorn

Cheshire

WA7 2GJ

website: [www.education.gov.uk](http://www.education.gov.uk)

tel: 0370 000 2288

### 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 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 Mrs S Payne if you wish to opt-out of this arrangement. For more information about Connexions please, go to the LA website shown above.