



LAURUS
—
TRUST

PRIVACY NOTICE - Students

November 2016

Privacy Notice - Data Protection Act 1998

We The Laurus Trust are the Data Controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our students and may receive information about them from their previous school, the Local Authority (LA) and/or the Department for Education (DfE). We hold this personal data and use it to:

- Support our students' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services:

This information includes their contact details, national curriculum assessment results, attendance information, any exclusion information and personal characteristics such as their ethnic group, any special educational needs and relevant medical information. For students enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

Once our students reach the age of 13, the law requires us to pass certain information to the LA or the provider of the Youth Support Services in our area. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/carer can request that only their child's name, address and date of birth be passed to Local Authority or the provider of Youth Support Services in the local area by informing the Trust. This right is transferred to the child once he/she reaches the age of 16.

We will not give information about students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that the Trust holds, please contact Information Governance Lead for the Trust.

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(s) of the Local Authority.

DfE may also share student level personal data that we supply them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-student-database-apply-for-a-data-extract>

If you require more information about how the Local Authority (LA) and/or DfE collect and use student information, then please go to the following websites:

www.stockport.gov.uk and

<https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>

If you are unable to access these websites you can obtain a copy by contacting the LA or DfE as follows:

Data Protection and Freedom of Information Officer
Stockport Council
Town Hall
Edward Street
Stockport
SK1 3XE

Website: foi.officer@stockport.gov.uk

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.