

Privacy Notice – Data Protection Act 1998

St Joseph's Catholic School is a data controller for the purposes of the Data Protection Act. The school collects information from parents/carers and may receive information from pupils' previous schools and the Learning Records Service. St Joseph's Catholic School holds this personal data and uses it to:

- Support pupils' teaching and learning;
- Monitor and report on pupils' progress;
- Provide appropriate pastoral care, and
- Assess how well students are doing.

This information includes parents' contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. *If students enrol for post 14 qualifications St Joseph's Catholic School will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications students have undertaken.*

St Joseph's Catholic School will not give information about parents/carers/pupils to anyone outside the school without their 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.

If you want to see a copy of the information about you that we hold and/or share, please contact the Head's PA on 01722 335380.

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:

[Wiltshire Council](#)

[Department for Education](#)

[Who does the DfE pass data to?](#)

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

Wiltshire Council

Data Protection
Corporate Information Team
Wiltshire Council
Trowbridge
Wiltshire BA14 8JN

Telephone: 01225 713643

Email: dataprotection@wiltshire.gov.uk

DfE

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

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

However, until pupils are aged 16, their parent(s) can ask that no information beyond name, address and date of birth (and the parent's name and address) be passed on to the youth services provider. This right transfers to the pupil on their 16th birthday. Pupils should inform the Head's PA if this is what they or their parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the Wiltshire Council website shown above.

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found [here](#)