



## **The Data Protection Act 1998: How we use your information**

We process personal data relating to pupils and their families at Portland School, and may also receive information regarding them from their previous school, LA and/or the DfE. We use this personal data to:

- Support our pupils' learning.
- Monitor and report on their progress.
- Provide appropriate pastoral care.
- Provide statutory services, e.g. assessment for free school meals eligibility.
- Protect and safeguard our pupils.
- Assess the quality of our services.

The personal data we collect includes contact details, national curriculum assessment results, attendance information, any exclusion information, data regarding their next school or educational institution, and personal characteristics such as ethnic group, any special educational needs and disabilities (SEND) they may have, and relevant medical information.

We are required to pass on certain personal information to our LA and the DfE. Our LA uses personal information about pupils to whom it provides its services, in order to carry out its statutory functions; this may include a SEND assessment, assessment for free school meals eligibility, the admissions process, or to provide information for support services. The LA also uses personal information to derive statistics which inform future decisions and assessments of the performance of the school.

The LA may also share information with other organisations where appropriate, and in accordance with the Data Protection Act 1998; this includes, but is not limited to, the following:

- Primary care trusts
- The police
- Providers of youth support services in the area
- Other LAs
- Further educational institutions

The DfE may also share pupil level personal data supplied to them with third parties, though this will only occur where it is a legal requirement and in compliance with the Data Protection Act 1998. Decisions regarding whether the DfE releases this personal data to third parties are subject to a robust approval process, and are based on a detailed assessment of the

person who is requesting the data, why it is required, the level and sensitivity of data requested, and the arrangements in place for storing the data. To gain access to pupil level personal data, requestors must comply with the terms and conditions surrounding the confidentiality and handling of data, security arrangements, and retention and use of data.

Once our pupils reach 13 years old, we are required by law to pass on certain information to our LA or provider of youth support services, who are responsible for the education or training of 13- to 19-year-olds. We may also share specific personal data for pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth is passed to the LA or provider of youth support services, by informing the school. Once pupils reach 16 years old, this right is transferred to them rather than their parents. For more information regarding services for young people, please visit our LA's website: [www.stoke.gov.uk](http://www.stoke.gov.uk)

We are also required to pass certain personal information to careers services once they reach the age of 15.

We will not pass on data about a pupil or their family to anyone outside the school without the individual's consent, or unless the law requires us to do so. If you would like to receive a copy of the information held about yourself, or about your child, please contact Mrs Smith, School Secretary on 01782 882020.

If you are concerned that any information held about you or your family is incorrect or out-of-date, you are able to request that the data is amended. To do so, please contact Mrs Smith, School Secretary on 01782 882020.