



Dame Alice Owen's School

The Dame Alice Owen Foundation 1613 - Trustee: The Worshipful Company of Brewers

Telephone: +44(0)1707 643 441
Fax: +44(0)1707 645 011
Email: admin@damealiceowens.herts.sch.uk
Web: www.damealiceowens.herts.sch.uk

Dugdale Hill Lane
Potters Bar
Hertfordshire
EN6 2DU

27 September 2016

PRIVACY NOTICE

For Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Dear Students

Data Protection Act 1998 - How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Hertfordshire County Council (our Local Authority) and Youth Connexions Hertfordshire, the provider of Youth Support Services in our area, who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. 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/guardian can ask that no information apart from their child's name, address and date of birth be passed to Hertfordshire County Council, or Youth Connexions Hertfordshire, by informing Miss Rachel Shirley in the School Office (shirleyr@damealiceowens.herts.sch.uk, 01707 643 441. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website: <http://www.hertsdirect.org>.

The School shares information with Careers guidance providers Youth Connexions Hertfordshire, which can be contacted as follows:

Youth Connexions Hertfordshire c/o Hertfordshire County Council (First floor, Farnham House, Six Hills Way, Stevenage SG1 2QF) – tel: 0300 123 4043 or 01442 454 844;
feedbackyouthconnexions@hertfordshire.gov.uk.

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority Education and Learning Service at <http://www.hertsdirect.org/services/edlearn/>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Miss Rachel Shirley in the School Office (shirleyr@damealiceowens.herts.sch.uk, 01707 643 441.

Yours sincerely



Mrs Hannah Nemko
Headteacher