

# The Cottesloe School

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Headteacher: Mr A McBurnie BEd (Hons), MBA



2<sup>nd</sup> December 2015

Dear Parent/Carer and Post 16 student

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

We, The Cottesloe School, are a data controller for the purposes of the Data Protection Act. We collect information from you about your child and may receive information about your child from their previous school and the Learning Records Service. The School holds this personal data and uses it to support its students' teaching and learning; monitor and report on their progress; provide appropriate pastoral care, and assess how well the School is doing.

This information includes children's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post-14 qualifications we 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 they have undertaken.

**We will not give information about your child to anyone outside the School without your consent unless the law and our rules allow us to.**

We are required by law to pass some information about your child to the Local Authority (LA) and the Department for Education (DfE). If you want to see a copy of the information that we hold and/or share about your child, please contact the School's Admissions Officer. If you require more information about how the LA and/or DfE store and use your information, then please see the contact details below:

LA Web: [www.buckscc.gov.uk/privacynotice](http://www.buckscc.gov.uk/privacynotice)  
Email: [schoolsweb@buckscc.gov.uk](mailto:schoolsweb@buckscc.gov.uk)

DfE Web: <http://www.education.gov.uk/schools/privacynotice>

Post: Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Tel: 0370 000 2288

Connexions Service -Once your child is aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England – in Buckinghamshire this youth support service is provided by Connexions Buckinghamshire. We must provide the name and address of both you and your child (and your child's date of birth) and any further information relevant to the support services' role. However, until your child is aged 16 or older, parent(s) can ask that no information beyond your child's name, address and date of birth (and your name and address) be passed on to the youth services provider. Please inform the School's Admissions Officer in writing if this is what you or your child wishes. This right transfers to your child on their 16th birthday. If your child lives outside Buckinghamshire, Connexions Buckinghamshire may also pass this information on to their home Local Authority. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/YoungPeople/index.htm](http://www.direct.gov.uk/YoungPeople/index.htm) or for services in Buckinghamshire please go to <http://www.connexionsbucks.org.uk>.

Yours Sincerely

The School Office