

### Privacy Notice - Data Protection Act 1998

Colyton Grammar School is the Data Controller for the purposes of the Data Protection Act.

We collect and hold information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

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

This information 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 students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to the provider of Youth Support Services in their area who have responsibility in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to young people aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the provider of Youth Support Services by informing the Senior Educational Administrator at the school or by emailing [admin@colytongrammar.devon.sch.uk](mailto:admin@colytongrammar.devon.sch.uk) This right is transferred to the young person once he/she reaches the age of 16. For more information about services for young people, please go to the Devon local authority website at <https://www.devon.gov.uk/childrenfamilies> and/or to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***We will not give information about our students to anyone without their parent/guardian's consent (or for young people aged 16 or over without the student's consent) unless the law and our policies allow us to do so.***

If you want to see a copy of the information about you that we hold and share, please contact the Senior Educational Administrator at the school address or by email to [admin@colytongrammar.devon.sch.uk](mailto:admin@colytongrammar.devon.sch.uk)

We are required by law to pass some information about you to the Department for Education (DfE). This information will, in turn, be made available for use by the local authority.

DfE may also share student level personal data that we supply to 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.

## COLYTON GRAMMAR SCHOOL - PRIVACY NOTICE

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

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

For information on which third party organisations (and for which project) student level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how Devon County Council and the DfE use your information, then please go to the following websites:

- <https://new.devon.gov.uk/supportforschools/administration/data-protection/privacy-notice>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

- Information Governance Team  
Devon County Council  
County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD  
Website: [www.devon.gov.uk](http://www.devon.gov.uk)  
Email: [accesstoinformationsecure-mailbox@devon.gcsx.gov.uk](mailto:accesstoinformationsecure-mailbox@devon.gcsx.gov.uk)  
Tel: 01392 383165
- Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
tel: 0161 600 1332