



## PRIVACY NOTICE (STUDENT) - DATA PROTECTION ACT 1998

We Plantsbrook School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact school.

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- [www.bgfl.org](http://www.bgfl.org)

If you are unable to access the website, please contact the LA or the DfE as follows:

- Steve Cullen  
Information Governance Manager  
**Children, Young People and Families Directorate**  
**Birmingham City Council**  
1 Lancaster Circus  
Queensway  
Birmingham B4 7DQ Tel: 0121 464 4591
- Public Communications Unit  
**Department for Education**
- Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
Website: <http://www.education.gov.uk/>  
Tel: 0870 000 2288.

Connexions Services (or any other Statutory Government Information & Advice services in place) - Once you are aged 13 or over we are required to pass on certain information to the Connexions services or similar. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions or similar services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions or similar. Please contact the school if you wish to opt-out of this arrangement. For more information about Statutory Government Information & Advice services please contact the Local Authority as shown above.