

## **PRIVACY NOTICE – Cheltenham Bournside School**

**for**

***Pupils in Schools, Alternative Provision and Pupil Referral Units  
and children in Early Years Settings***

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

We Cheltenham Bournside School are a 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 and the Learning Records Service. 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 we are doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please write to The Clerk to the Governors if you wish to opt-out of this arrangement.. The address required to write to the Clerk to the Governors is: Clerk to the Governors, Cheltenham Bournside School, Warden Hill Road, Cheltenham, Glos, GL51 3EF

For more information about young peoples' services, please go to the Gov.UK page at [www.gov.uk](http://www.gov.uk) or the What now Glos website [www.whatnowglos.co.uk](http://www.whatnowglos.co.uk).

The Government is increasing the age to which all young people in England must continue in education or training, requiring you to continue until the end of the academic year in which you turn 17 from 2013 and until your 18th birthday from 2015. This duty is called raising the participation age (RPA). RPA does not mean you must stay in school; you will be able to choose post-16 from a range of options including college, apprenticeships and work based learning. The Education and Skills Act 2008 requires the Local Authority to ensure that you

fulfil your duty to participate in education or training. Therefore the Local Authority may be required to share details about you with potential providers of courses. This will help re-engage with anyone who drops out of education or training so they can enrol on to another suitable programme.

***We will not give information about you 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 you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- CYPD Systems Support  
ICT Service  
Cathedral House  
Three Cocks Lane  
Gloucester GL1 2QU

Website: [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)

Email: [cypdsystems@gloucestershire.gov.uk](mailto:cypdsystems@gloucestershire.gov.uk)

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288