



Privacy Notice - Data Protection Act 1998

Queen Mary's High School processes personal information relating to our pupils and their parents / carers and is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.

SIMS Learning Gateway (SLG) is provided to enable you and your parents/carers to access information about your attendance and progress in addition to submitting requests to change the information we hold about you. Access to this system is restricted by usernames and passwords which have been given to your parents/carers.

We take photographs of students for identification purposes but also for publicity. If your parents/carers do not want your photographs to be published online or in the media, they have the right to opt out by contacting the school or registering their preference on SLG.

Examination scripts, coursework items or recordings (e.g. drama performances or oral assessments) containing personal information such as name and candidate number will be shared with the relevant examination boards. The information may be transmitted electronically, or via the postal service in electronic or paper form.

From time to time it may be necessary to share information about you with external agencies or organisations – e.g. for school trips.

CCTV is used around the school for crime prevention purposes.

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

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 usually managed by our / your Local Authority, who have responsibilities in relation to education and training of 13-19 year olds. We must provide the names and addresses of you and your parent(s), and any further information, such as date of birth, which is relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the Youth Support Service. This right transfers to you on your 16th birthday. Please inform Mrs Ody, Head's PA, if you wish to opt out of this arrangement.

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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 our Local Authority (LA) and / or the Department for Education (DfE), which they in turn may make available to each other. As an example, data passed to the DfE is included in the national pupil database and for school performance tables.

If you would like to receive a copy of the information about you that we hold or share, please contact Mrs Ody. If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

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

http://cms.walsall.gov.uk/index/council_and_democracy/data_protection/walsall_council_data_protection_protocol.htm

If you cannot access the websites, please contact the LA or DfE as follows:

Data Protection Officer, Corporate Performance Management, Council House, Lichfield Street, Walsall. WS1 1TW
Telephone 01922 653219

Ministerial and Public Communications Division, Department for Education, Picadilly Gate, Store Street, Manchester. M1 2WD
Website: www.education.gov.uk Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288