

# PRIVACY NOTICE



**Mill Ford  
School**

*Motivating For Success*



## PRIVACY NOTICE

### Data Protection Act 1998: How we use your information

We Mill Ford School process personal information relating to our pupils and may receive information about you from your previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data 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, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as 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 any learning or qualifications you have undertaken.

In addition once you reach the age of 13, the law requires us to pass on certain information about you to the provider of Youth Support Services in this area. This is the local authority support service for young people aged 13 to 19 in England. For Plymouth City Council this service is delivered by Careers South West. We provide them with your name and address, date of birth, name(s)/address(es) of your parent(s)/guardian(s) and any other information relevant to Careers South West's role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

Your parent/guardian can ask that no information apart from your name, address and date of birth be passed to Careers South West by informing Julie Rowe. This right is transferred to you once you reach the age of 16. For more information about services for young people, please go to the Plymouth City Council website at [www.plymouth.gov.uk](http://www.plymouth.gov.uk).

Youth Support services pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authority's performance and determine the destinations of young people after they have left compulsory education. If you require more information about how the DfE store and use your information then please go to the DfE website.

**We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to.**

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.plymouth.gov.uk/schoolprivacynotice](http://www.plymouth.gov.uk/schoolprivacynotice); or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Julie Rowe