

DfE Privacy Notice – Data Protection Act

The following information explains how The Belvedere Academy links in with the requirements of The Data Protection Act (DPA) 1998. In relation to this Act, all schools have been asked by The Department for Education (DfE) to issue a Privacy Notice (PN), to students and parents summarising the information held about students, why it is held, and the third parties to whom it may be passed on to.

The Belvedere Academy has a responsibility to issue the Privacy Notice attached for your information, these have been produced by the DfE, and adapted accordingly by the Academy. The Privacy Notice outlines what types of information we hold about our students and what other agencies are legally entitled to access them, and for what reason.

I would advise you to read through the notice below so that you are clear on the responsibilities that we have, and to whom. As a student (aged 16 and over) and as a parent, there are rights for you to opt out from the provision of information beyond name and address (of both student and parent) to the youth services provider under The Learning Skills Act 2000. This is explained further in the Privacy Notice attached. If you do wish to opt out of these youth services, then the Academy requires you to put your request in writing, addressed to Mrs Collin, Administration Manager, The Belvedere Academy, 17 Belvidere Road, Princes Park, Liverpool, L8 3TF. It will be assumed that all students automatically have access to this service, unless notified otherwise by you as a student or as a parent.

The information and details of the agencies contained in the Privacy Notice is also available via our website at www.belvedereacademy.net for your information.

Privacy Notice - Data Protection Act 1998

We, The Belvedere Academy, 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 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
- 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 put your request **in writing** to Mrs J Collin, Administration Manager, at the Academy.

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

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

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

- Information and Practice Manager
Liverpool City Council
Municipal Buildings, Dale Street
Liverpool, L2 2DH

Telephone: 0151 225 3132

Website: <http://liverpool.gov.uk/council/data-protection-and-freedom-of-information/data-protection/>

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

In addition for Secondary Schools

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 the provider 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 the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday.

Please inform Mrs J Collin, Administration Manager, in writing if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.