

Privacy Notice - Data Protection Act 1998

Forest Hill School is 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
- Assess how well your school is 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 parents/carers' name(s) and address, and any further information relevant to the support services' role.

However, if you are over 16, you (or your parents/carers) 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 inform us (Office Manager) if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

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 Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and/or share, please contact the Office Manager.

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.lewisham.gov.uk/myservices/education/schools/Pages/School-records-for-an-individual-pupil.aspx>

and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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:

Performance Service
Directorate for Children and Young People
London Borough of Lewisham
Laurence House, Catford Road
London SE6 4RU
email: edudata.collect@lewisham.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288