



# LANSBURY BRIDGE SCHOOL & SPORTS COLLEGE

## FAIR PROCESSING NOTICE

### PRIVACY NOTICE – DATA PROTECTION ACT 1998

We, **Lansbury Bridge School & Sports College**, 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 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.

***We will not give information about you to anyone outside the school without your consent unless the law allows 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 at **Lansbury Bridge School & Sports College**.

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.sthelens.gov.uk/>

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

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites information can be obtained from the LA or DfE by contacting:

- System & Information Management Officer  
Internal Audit  
St. Helens Council  
Town Hall  
Victoria Square  
St Helens  
Merseyside  
WA10 1HP

Website: [www.sthelens.gov.uk](http://www.sthelens.gov.uk)  
Email: [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)  
Telephone: 01744 673474

- 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

### **In addition for Secondary and Middle deemed Secondary Schools**

Once you are aged over 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, no information other than your name, address and date of birth (and your parents name and address) will be passed on to the youth services provider without both you and your parent(s) being consulted. On your 16<sup>th</sup> birthday you can make this decision yourself. Please contact the office at Lansbury Bridge School & Sports College 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](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.