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Dear Students & Parents/Carers

### **Privacy Notice – General Data Protection Regulations (UK GDPR)**

At Wreake Valley Academy we have worked hard to ensure that we comply with the United Kingdom General Data Protection Regulation (UK GDPR) because we take your privacy very seriously.

We are the Data Controller for the purposes of the UK GDPR and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing.

Information about you that we hold 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 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.

Any third parties that we share your data with have been rigorously checked by following our Due Diligence process. We will not give information about you to anyone outside the school without your consent unless our legal obligation and rules permit us to do so. However, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Education.

Once your child is aged 13 or over we are required by law to pass on certain information to our local authority and providers of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. We must provide both you and your child's name and address and any further information relevant to the Connexions services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell Laura Clements, Data Manager, if you wish to opt out of this arrangement via our email – [admin@wreake.bepschools.org](mailto:admin@wreake.bepschools.org)

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>



*Working Together Achieving More*

***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 the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority. The DfE may also share pupil level personal data that we supply to them with third parties. This will only take place where legislation allows it to do so and it is in compliance with the UK GDPR.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

Please visit our school website to view the Privacy Notice Your Data Matters and the Data Protection Policy in full:

<https://www.wreake.bepschools.org/our-academy/gdpr/>

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you want to receive a copy of the information about you that we hold or share, please contact Laura Clements, Data Manager at [admin@wreake.bepschools.org](mailto:admin@wreake.bepschools.org)

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.leics.gov.uk> or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Tim Marston', with a stylized flourish at the end.

Tim Marston  
Headteacher