

September 2011

Privacy Notice - Data Protection Act 1998

We, University Academy Keighley, are a data controller for the purposes of the Data Protection Act. We collect information from your child and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child's school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about your child 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 your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you require more information about how the Local Authority (LA) and/or DfE store and use the information, then please go to the following websites:

[Bradford Schools Online](https://schools.educationbradford.com/Schools/CMSPage.aspx?mid=1875) at
<https://schools.educationbradford.com/Schools/CMSPage.aspx?mid=1875>

[What the Department for Education does with pupils' and children's data](http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc) at
<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

[Who the Department passes pupil data to](http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to) at
<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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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:

- Information Management Team
City of Bradford MDC
Future House
Bolling Road
Bradford
BD4 7EB

Website: Bradford Schools Online
<https://schools.educationbradford.com/Schools/CMSPage.aspx?mid=1875>
Email: paul.staincliffe@bradford.gov.uk
Tel: 01274 385638

- 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

Once your child is aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. We must provide the address of you and your child (and their date of birth) and any further information relevant to the support services' role.

However, until your child is 16 or over, you, as parents, can ask that no information beyond their name, address and date of birth be passed on to the youth services provider. This right transfers to your child on their 16th birthday.

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.