

Privacy Notice

Claverham Community College handles personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school.

We hold and use your information to support your teaching and learning, monitor and report on how well you are doing, provide you with pastoral care and to assess how well your school is doing. The information we hold includes your contact details, national curriculum assessment results, attendance information, your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your permission unless the law and our rules permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (D.f.E.).

Youth Support Services

Once you are aged 13 or over, by law we have to pass on certain information to the provider of youth support services in your area. This is East Sussex County Council's youth support service for all young people aged 11 to 19. We have to pass on your name and address and your parent's or carer's name and address and other information that are needed to provide their services.

However, you (if you are 16 years or older) or your parent or carer can ask that no information beyond name and address be passed to the Service. If you wish to exercise this right, please inform Mrs. Pry in writing at the College. If you want more information about youth support services, please contact East Sussex County Council. The Council website and contact details are given below.

You can ask to see the information held about you

If you want to see a copy of the information we hold and share about you then please contact the College. If you need to know more about how East Sussex County Council and the D.f.E. store and use your information please contact them:

East Sussex County Council:

www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/youngpeople.htm

D.f.E.

<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, please contact the County Council or the D.f.E. as follows:

Information Governance Officer, Children's Services

East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 482901

✉ CS.DPA@eastsussex.gov.uk

🌐 www.eastsussex.gov.uk

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

☎ 0870 000 2288

✉ info@education.gsi.gov.uk

🌐 www.education.gov.uk