



WESTLEIGH HIGH SCHOOL
Aspiring & Achieving Together

HEADTEACHER: MR CARLTON BRAMWELL *BEd (Hons), MSc, NPQH*

21 September 2017

Dear Student

Data Protection Act 1998: How we use pupil information

Westleigh High School is a data controller for the purposes of the Data Protection Act. We collect personal information from you from your previous school and may also receive information from the Learning Records Service, Local Authority and/or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate pastoral care; and
- assess how well we are doing

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you reach the age of 13 or over, the law requires us to pass on certain information to Wigan Council or providers of youth support services who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to pupils aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed on by informing **Mrs Pamela Lennon, PA to Headteacher**. This right is transferred to the child once you reach the age 16.

For more information about young people's services please go to the National Careers Service page at: - <https://nationalcareersservice.direct.gov.uk/>

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold or share please contact Mrs Pamela Lennon, PA to the Headteacher

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). 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 Data Protection Act 1998.

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.

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 need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notice.aspx>
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you require further information regarding the use of Data, Wigan Council's Data Protection Officer is:-

Sharon Crippin
Education Business Intelligence Unit
Wigan Council
Civic Centre
Second Floor
Millgate
Wigan
WN1 1AZ

Tel: 01942 486271

Yours faithfully



C BRAMWELL
Headteacher

