

**PRIVACY NOTICE**  
**Parents/Carers of Stanborough Secondary School Pupils**  
**May 2018**

**Privacy Notice – General Data Protection Regulation 2018**

Stanborough Secondary School is the data controller for the purposes of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, Hertfordshire County Council and the Learning Records Service. We hold this personal data and use/share it to:

- Support pupils' teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Contribute to improving pupil health and reducing inequalities
- Undertake statistical forecasting and planning; and
- Assess how well Stanborough Secondary School is performing.

This information includes parental contact details, national curriculum assessment results, attendance information, modes of travel and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

The school is protected by CCTV in some public spaces but not in boarding school bedrooms, toilet cubicles or changing areas.

If we have received your permission, then we may store and share photographs or video for use in our news stories, on our website or prospectus.

If pupils are enrolling for post 14 qualifications, then the school will be provided with a pupil unique learner number (ULN) by the Learning Records Service and the school may also obtain from them details of any learning or qualifications that have been undertaken.

We collect and use this information in order to meet the school's legitimate interest in providing an education, safeguarding pupil welfare and in ensuring that the school complies with its legal obligations. Whilst most of the information provided is mandatory, we rely on consent to use some data including photographs and video.

***We will not give information about pupils, parents or guardians to anyone outside the school without their consent unless the law allows us to.***

We are required by law to pass some information about pupils to the Local Authority and the Department for Education (DfE). Once pupils are aged 13 or over, we are required by law to pass on certain information to the providers 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 name and address of pupils and their parents (including date of birth) and any further information relevant to the support services' role.

However, until pupils are aged 16 or older, then parents / guardians can ask that no information beyond pupil name, address and date of birth (and name and address) be passed on to the targeted youth services provider. This right transfers to the pupil on their 16th birthday. Please inform the school office if pupils or

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their parents wish to opt-out of this arrangement.

For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

For more information about the Targeted Youth Support Services in Hertfordshire please go to

<https://directory.hertfordshire.gov.uk/kb5/hertfordshire/directory/service.page?id=60XKxw1W1HI>

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information or be given access to your child's educational record please contact the school office.

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:

**For Hertfordshire County Council:**

The County Council has their own privacy notice, which can be accessed via the following link:

<https://www.hertfordshire.gov.uk/about-the-council/legal/privacy-policy/privacy-policy.aspx>

To see how your information is used by the LA:

<https://www.hertfordshire.gov.uk/services/schools-and-education/schools-and-education.aspx>

and

**For the DfE:**

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

If you are unable to access these websites we can send you a copy of this information. Please contact the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

Stanborough Secondary School is registered as the Data Controller with the Information Commissioners Office. Our registration number is Z8543018.

For more information please see the Pupil Privacy Notice. If you have any questions, please contact the school's Chief Privacy Officer (Maintenance Manager) via the school office.

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