

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, parent(s)/guardian(s) details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they 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.

We are required by law to pass some information about that we hold about pupils and parents to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so, for example, where the Local Authority is required to provide a programme of assistance. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our local authority at [Rochdale Council](#) or
- the DfE website at [Department for Education](#)

If you want to receive a copy of the information about you that we hold, please contact:

- **Smithy Bridge School Office**