

# **JOHN TAYLOR MULTI ACADEMY TRUST**



## **Privacy notice for students within John Taylor MAT schools**

Implementation date: December 2016

Review date: December 2018

# **PRIVACY NOTICE FOR STUDENTS WITHIN JOHN TAYLOR MULTI ACADEMY TRUST**

## **The Data Protection Act 1998: How we use your information**

John Taylor MAT and its schools are data controllers for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing

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

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

If you want to see a copy of the information about you that we hold and/or share, please contact the appropriate individual at each school:

- John Taylor High School - Mrs H Barnby, Assistant Principal
- Kingsmead School - Mrs D Derry, PA to the Principal
- Thomas Russell Infants School – Mrs S Burton/Mrs L Farmer (co-Headteachers)
- Yoxall St Peter’s PS – Mrs C Jones/Mrs L Farmer (Headteacher/Acting Headteacher)

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

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx> or <http://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 LA or DfE as follows:

Information Governance Unit  
Staffordshire County Council  
3<sup>rd</sup> Floor  
Staffordshire Place 2  
Tipping Street  
Stafford ST16 2DH

Tel: 01785 278387

Email: [igu.schools@staffordshire.gov.uk](mailto:igu.schools@staffordshire.gov.uk)

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Tel: 0370 000 2288

Website:  
[www.education.gov.uk](http://www.education.gov.uk)

## **Young Peoples' Services**

Once you are aged 13 or over, we are required by law to pass on certain information to 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 both pupil and parental name(s) and address, and any further information relevant to the support services' role.

Where appropriate we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual students changing school (or address) to ensure continuity of health care.

Additional organisations that we will share personal data with are:

- Examining bodies;
- Entrust;
- ICT service providers
- Providers of internal services e.g. caterers
- Careers guidance services
- Police Community Support Officers

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to the pupil on their 16<sup>th</sup> birthday. Please contact the appropriate person listed above, if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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