



# Harlington Upper School

Headteacher  
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## Privacy Notice – Pupils

### Data Protection Act 1998

We, Harlington Upper School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school, the local authority and the Department for Education. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

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

In addition, once our pupils reach the age of 13, the law requires us to pass on certain information about them to the Local Authority (LA) – Central Bedfordshire Council, who have responsibility in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name address and date of birth can be passed to Central Bedfordshire Council by informing [enquiries@harlington.org](mailto:enquiries@harlington.org). This right is transferred to the child once he/she reaches the age of 16. For more information about services to young people, please go to our local authority website <http://www.centralbedfordshire.gov.uk>

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 our pupils to anyone without your consent unless the law and our policies allow us to.*** If you want to receive a copy of the information about you that we hold or share, please contact [enquiries@harlington.org](mailto:enquiries@harlington.org).

We are required by law to pass some information about our pupils to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

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.

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website: [www.harlington.org](http://www.harlington.org)  
e-mail: [enquiries@harlington.org](mailto:enquiries@harlington.org)

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Decision 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 the 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 more information on which third party organisations (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 the LA and DfE collect and use your information, then please go to the following websites:

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

If you cannot access these websites, please contact the LA or DfE as follows:

- Data Protection Officer  
Priory House  
Monks Walk  
Chicksands, Shefford SG17 5TQ  
Telephone : 0300 300 8000