

**General Data Protection Regulation (2018):** We collect and hold personal information relating to our pupils, and their families, and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to;

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

This information will include their;

- contact details e.g. names, addresses,
- Biometric data e.g. finger print recognition
- characteristics e.g. ethnicity, nationality, country of birth,
- national curriculum assessment results,
- attendance information e.g. number of absences and absence reasons,
- behaviour information e.g. exclusions,
- any relevant medical information,
- information relating to special educational needs.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. For pupils/students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once pupils/students reach the age of 13 or over, the law requires us to pass on certain information to the local authority or the providers of Youth Support Services in the area who have responsibilities 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 request that **only** their child's name, address and date of birth be passed to the local authority or the provider of Youth Support Services in the area by informing the school administrator. This right is transferred to the pupil/student once he/she reaches the age 13. For more information about services for young people, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the local authority website at <https://www.peterborough.gov.uk/residents/youth-services/>.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so however we are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). 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.

We will not give information about pupils/students 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 your son/daughter that we hold, please contact please contact the Data Team at [DataTeam@tda.education](mailto:DataTeam@tda.education)

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

[http://www.peterborough.gov.uk/council\\_and\\_democracy/data\\_protection\\_act\\_1998/about\\_the\\_dpa\\_1998.aspx](http://www.peterborough.gov.uk/council_and_democracy/data_protection_act_1998/about_the_dpa_1998.aspx)

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