



The Fernwood School

High Achievement with Care & Discipline for All

Privacy Notice

Data Protection Act 1998: How we use student information



The Fernwood school collect and hold personal information relating to our students 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 students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact 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 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.

Nottingham Futures – students aged 13 or over

We are required to pass on certain information to the Nottingham Futures. Futures is the government's support service for all young people aged 13 to 19 in England. We must provide your child's date of birth, both parents' names and addresses and any further information relevant to the Futures services role. However, you can ask that no information beyond date of birth, name and address be passed to Futures. Please inform The Fernwood School if you wish to opt-out of this arrangement. For more information about Nottingham Futures please go to <https://www.futuresadvice.co.uk/data-protection.html> <http://www.cnxnotts.co.uk> and <https://www.futuresadvice.co.uk/data-protection.html>.

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

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share student 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 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 data requested and the arrangements in place to store and handle the data. To be granted access to student 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-student-database-apply-for-a-data-extract>



For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-student-database-requests-received>

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

- the Nottingham City Council <http://www.nottinghamcity.gov.uk/children-and-families/children-and-adults-privacy-notes/>

or

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