

Privacy Notice - Data Protection Act 1998

We The Forest School are a data controller 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, and
- Assess how well your school / educational setting is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where your child goes once they leave The Forest School, and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

DfE may also share pupil level personal data, which 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 release 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 of sensitivity of 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 about how this sharing process works, and for information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

- **Sharing Process:**
www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract
- **Third Party Information:**
www.gov.uk/government/publications/national-pupil-database-requests-received

If you want to see a copy of the information we hold and share about you then please contact The Forest School, Park Lane, Knaresborough HG5 0DQ. 01423 864583. admin@forest.n-yorks.sch.uk.

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

- **North Yorkshire County Council:**
www.northyorks.gov.uk/schoolrecords
- **DfE Website:**
www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Governance Manager
North Yorkshire County Council
Internal Audit Service
County Hall
Northallerton
DL7 8AL
website: www.northyorks.gov.uk
email: infogov@northyorks.gov.uk
Telephone: 01609 533219
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk
email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

In addition for Secondary Pupils

Post 14 Qualifications: 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. Further information regarding the Learning Records Service can be provided by The Forest School, Park Lane, Knaresborough HG5 0DQ. 01423 864583. admin@forest.n-yorks.sch.uk, or found on the Internet at www.gov.uk/government/publications/lrs-organisation-portal/lrs-organisation-portal

Youth Support Services

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services for young people aged 13 to 19 in this area, North Yorkshire County Council. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. 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.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth support services provider. This right transfers to you on your 16th birthday. Please inform The Forest School, Park Lane, Knaresborough HG5 0DQ. 01423 864583. admin@forest.n-yorks.sch.uk if this is what you or your parents wish.

For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx> or the LA website shown above.