

Privacy Notice - Data Protection Act 1998

We, **Hollingworth Business and Enterprise College** are the Data Controller for the purposes of the Data Protection Act. We collect information from you or your parents, and may receive information about you from your previous school. 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 is doing.

We will not give information about you to anyone outside the college without your, or your parent's consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact **Mr J Hawkrigg at Hollingworth Business and Enterprise College**

Information for Parents;

This collection of data includes information that relates to your child in addition to parent/carer contact details. This can include national curriculum assessment results, attendance information ^A, characteristics such as ethnic group, special educational needs and any relevant medical information.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

http://www.rochdale.gov.uk/education_and_learning/schools_and_colleges/pupil_data.aspx

http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

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

- Information Protection and Assurance
foi@rochdale.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk/
email:
tel: 0870 000 2288.

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions Services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (only if you are over 16 years of age) or your parents (if you are under 16) can ask that no information beyond your name, address and date of birth be passed to Connexions. Please inform

Mr J Hawkrigg at Hollingworth Business and Enterprise College if you wish to opt-out of this arrangement. For more information about Connexions, please contact the Local Authority as shown above.

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools