



Bowland High

Tradition, Care and Challenge

Privacy Notice-Data Protection Act 1998

We (Bowland High) collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or 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 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 your ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the provider of the local authority or the local youth support services in our area that have responsibilities in relation to the education or training of 13 to 19 year olds. We 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/carer can request that **only** their child's name, address and date of birth be passed to local authority or the local Youth Support Services in our area by informing Bowland High administrator. The right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website.

We will not give information about our pupils 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 our school DPO, Helen Dakin by email hdakin@bowland.atctrust.org.uk



Company No. 07678864





Bowland High

Tradition, Care and Challenge

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

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 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 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>

Data Protection Officer – Achievement Through Collaboration Trust

Jenny Goy - Chief Financial and Operating Officer
ATC Multi Academy Trust, Buncer Lane, Blackburn, Lancashire, BB2 6TD
Tel: 01254 686178 jgoy@atctrust.org.uk

Data Protection Officer – Bowland High

Helen Dakin – Operations Manager
Bowland High, Riversmead, Grindleton, Clitheroe. Lancashire BB7 4QS
Tel: 01200 449868 hdakin@bowland.atctrust.org.uk



Head Teacher: Laura Fielden, BA (Hons) **Company No.** 07678864
Bowland High, Riversmead, Grindleton, Clitheroe, Lancashire, BB7 4QS

T: 01200 441 374 | enquiries@bowlandhigh.lancs.sch.uk | bowland.atctrust.org.uk