Privacy Notice – Data Protection Act 1998

The Tauheedul Education Trust is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications, the Learning Records Service will give us your Unique Learner Number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the Local Authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the school Business and Finance Manager if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx

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

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

To ensure the provision of an effective School Nursing Service we share information with the NHS. This is managed within the terms of the NHS Lancashire and Cumbria Information Sharing Agreement, as recommended by the Information Commissioner.

If you want to receive a copy of the information about you that we hold or share, please contact school Business and Finance Manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

https://www.learningtrust.co.uk/ k/Pages/Privacy-policy.aspx

http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you cannot access these websites, please contact the LA or DfE as follows:

Information Technology Management and Governance
Town Hall
Blackburn BB1 7DY
Website: www.learningtrust.co.uk
Email: accesstoinformation@learningtrust.co.uk/
Telephone: 020 8820 7000

Public Communications Unit Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Website: www.education.gov.uk
Email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288