



An All-through Co-operative School

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Privacy Notice - Data Protection Act 1998

We, Preston Manor School, are 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.

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 Lead Director of VI Form 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 our Local Authority (Brent Council) and the Department for Education. If you want to receive a copy of the information about you that we hold or share, please contact **the School Administrator**.

If you need more information about how the Local Authority and Department for Education store and use your information, then please go to the following website:

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

If you cannot access these websites, please contact the Local Authority (Brent Council) or the Department for Education as follows:

• Family and Schools, Brent Council, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ
Website: www.brent.gov.uk

• Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT

Website: www.education.gov.uk



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