

Privacy Notice

Pupils in School/Academies; Alternative Provision; Pupil Referral Units and children in Early Years Settings

Data Protection Act 1998: How we use your information

Frome Community College: We are the Data Controller for the purposes of the Data Protection Act. We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services

Information about our pupils that we hold 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 their 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.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Careers South West Services who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their 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.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Careers South West. This 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 www.somerset.gov.uk. Please inform the Admin team if you wish to opt out of this arrangement. For more information about Careers South West please go to the Careers South West website www.careerssw.org.

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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our LA <http://www.somerset.gov.uk> or email informationgovernance@somerset.gov.uk
- the DfE website www.education.gov.uk or email info@education.gsi.gov.uk
- Careers South West www.careerssw.org.
- Capita SIMS (schools' MIS providers) www.capita-sims.co.uk/

We will use your email address to send you communications about your child and other items such as newsletters, bulletins, trip announcements, etc. If you would prefer not to receive communications from the College by email, or if you want to receive a copy of the information about you that we hold, please contact the Administration Team at office@fromecollege.org, or telephone 01373 465353, or by post to Frome College, Bath Road, Frome, Somerset, BA11 2HQ.