



Charities Reg. No. 1049894

Caedmon School
Airy Hill
Whitby
North Yorkshire
YO21 1QA

Tel: 01947 602570

Fax: 01947 820315



Specialist Schools Trust
EXCELLENCE AND DIVERSITY

CAEDMON SCHOOL

North Yorkshire Education Committee

Head teacher: Mr R A Hewitt B.Ed (Hons), MA, NPQH

E-mail: admin@caedmon.n-yorks.sch.uk

www.caedmon.n-yorks.sch.uk

October 2010

Dear Pupil

Privacy Notice - Data Protection Act 1998

We at Caedmon School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. 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 / PRU is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the Local Authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact us.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.northyorks.gov.uk/schoolrecords and

www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/

www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/

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

- Data Management Officer
North Yorkshire County Council,
Financial Services,
County Hall,
NORTHALLERTON,
North Yorkshire,
DL7 8AL

website: www.northyorks.gov.uk

email: datamanagement.officer@northyorks.gov.uk

Telephone: 01609 533219



- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Post 14 Qualifications: If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken. Further information regarding the Learning Records Service can be found on the Internet at www.learningrecordsservice.org.uk.

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 support service for all young people aged 13 to 19 in England. We must provide both you and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform us if you wish to opt-out of this arrangement. For more information about Connexions please contact the Local Authority as shown above.

Yours sincerely

T Hewitt