

**PRIVACY NOTICE for parents of pupils in schools, early years settings,
alternative provision and pupil referral units**

Privacy Notice - Data Protection Act 1998

The International School and Community College East Birmingham (ISCCEB) is the Data Controller for the purposes of the Data Protection Act. We process personal data about our students and may receive information about them from their previous schools. We hold this personal data and use it to:

- support pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess how well the school as a whole is doing.

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

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you or your child then please contact the School Business Manager.

If you would like more information about how the LA and/or DfE store and use this data please go to the following websites:

<http://www.bgfl.org/> and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/>

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

Freedom of Information

Children, Young People and Families Directorate
Birmingham City Council
Martineau Centre
Balden Road
Birmingham
B32 2EH
tel: 464 4591

*Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: www.education.gov.uk – go to ‘contact us’ for online enquiry service

tel: 0870 000 2288.

Connexions Services

Once a pupil is aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide names and addresses, and any further information relevant to the Connexions services' role for both pupils and parents.

However, you or the pupil (if over 16), can ask that no information beyond name and address be passed to Connexions. Please inform the School Business Manager if you wish to opt out of this arrangement. For more information about Connexions please contact the Local Authority as shown above.