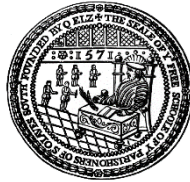


# St Olave's Grammar School



## Privacy Notice - Data Protection Act 1998

We, **St Olave's Grammar School**, are a 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 is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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 both your and your parents'/carers' names and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parents/carers) can ask that no information beyond names, address and your date of birth be passed to the support service. Please inform Mrs Kay Brooker, the School's Admissions Manager, if you wish to opt out of this arrangement.

**We will not give information about you to anyone outside the School without your consent unless the law and our rules allow us to**, but we may share your contact details with groups representing the School such as the Parents' Association and the Fundraising Team.

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

If you want to see a copy of the information about you that we hold and/or share then please contact the School's Admissions Manager.

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

- [http://www.bromley.gov.uk/info/200086/schools\\_and\\_colleges/29/school\\_records](http://www.bromley.gov.uk/info/200086/schools_and_colleges/29/school_records)
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or the DfE as follows:

Data Protection Officer  
LB Bromley  
Education and Care Services Department  
Civic Centre  
Stockwell Close  
Bromley  
BR1 3UH

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

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 03700 002288