



Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Telephone 01277 361498

Privacy Notice - Data Protection Act 1998

Grove House School is a data controller for the purposes of the Data Protection Act.

We collect information regarding each pupil and may receive information from your child's previous school and agencies supporting children. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Assess how well your school is doing;

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

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

We are required by law to pass some information 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, please contact Mrs Scott, School Business Manager.

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

<http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data.

If you are unable to access this website, paper copies of this information can be obtained from the school Reception.

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 parent's/s' name(s) and address, 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, address and your date of birth be passed to the support service. Please inform Mrs Scott, School Business Manager if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm.