



LIGHTHOUSE
SCHOOLS PARTNERSHIP

PRIVACY NOTICE
for
***Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings***

Privacy Notice - Data Protection Act 1998 & General Data Protection Regulation (GDPR)

Lighthouse Schools Partnership (LSP) is a data controller for the purposes of the Data Protection Act/GDPR. Schools within the Lighthouse Schools Partnership collect information from parents/carers and pupils and may receive information about pupils from their previous school and the Learning Records Service. We hold this personal data to:

- Support the child's learning.
- Monitor and report on their progress.
- Provide appropriate pastoral care.
- Assess how well we are doing.

The information held includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs a child may have and relevant medical information. If enrolling for post 14 qualifications the Learning Records Service will give us the pupil's unique learner number (ULN) and may give us details about their learning or qualifications.

We are legally obliged to share information with other agencies (e.g. Police, Health, Local Authority) when there are safety concerns about children.

In addition for Secondary and Middle deemed Secondary Schools

Youth Support Services -

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 the names and addresses of the pupil and their parent(s), and any further information relevant to the support services' role.

Post 16 Providers attended by North Somerset Learners

LSP or the LA will share demographics and personal characteristics of a young person with post 16 providers that have a progression route for North Somerset learners. These providers may be able to offer choices to the young person which could improve their life chances, enabling them to participate and make a positive contribution. The information will also be shared as part of the September Guarantee process and Raising of the Participation Age Strategy.

However, parents, or pupils aged 16 years or over, can ask that no information beyond name and address (for pupils and parents) be passed on to Post 16 providers. If a parent, or a pupil aged 16 or over, wishes to **opt-out** and does not want Post 16 providers to receive from the school information beyond name and address, they should contact the office at the school the child attends.

For more information about young people's services, please go to the National Careers Service page at: <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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

Executive Principal: Mr G J Lewis MA

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We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

DfE may also share pupil-level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR).

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil-level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

If any parent/carer wants to receive a copy of the information about them and their child that we hold or share, they should contact the school office at the school their child attends.

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

North Somerset

<http://www.n-somerset.gov.uk/Education/Schools/pages/schools.aspx>
<http://www.n-somerset.gov.uk/my-council/data-protection-foi/school-privacy-notice/>
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

- Data Management Team,
People and Communities,
North Somerset Council,
Town Hall,
Walliscote Grove Road,
Weston-super-Mare,
BS23 1UJ.

BANES

<http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/data-protection-act/priv>

Data and Performance Team
People & Communities
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG
Email: childrens_info@bathnes.gov.uk
Telephone: 01225 395393

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

Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288