

Royal School for the Deaf Derby – Privacy Notice

Royal School for the Deaf Derby processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998.

It processes this data to:

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- support a young person in their transition to a post 16 provider of education or training
- assess how well the school as a whole is doing.

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

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities (LA's), the Department for Education (DfE), and to agencies that are prescribed in law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Young People's Learning Agency (YPLA), the Department of Health (DH), Primary Care Trusts (PCT), and the Skills Funding Agency (SFA) that require access to data for the Learner Records Service. All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

Pupils as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found in the full text version of the privacy notice, or for those pupils/parents where this is not practical, a hard copy can be obtained from your school principal@rsdd.org.uk

Post 16

The school will share demographics and personal characteristics of a young person with post 16 providers who are a progression route for RSDD learners. These providers may be able to offer choices to the young person which could improve their life chances and enable them to make a positive contribution. The information will also be shared as part of the September Guarantee Process which is a statutory obligation for Children Services to ensure that all young people are offered appropriate learning opportunities.

The information that will be shared is outlined in Annex 1 of the full text version of the privacy notice.

However, parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupils and parents) be passed on to Post 16 providers. If as a parent, or as a pupil aged 16 or over, you wish to **opt-out** and do not want Post 16 providers to receive from the school information beyond name and address, then please contact your school principal@rsdd.org.uk

Your attention is drawn to the full text version of this Privacy Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how pupil data is processed and the rights of parents and pupils. You can get a copy by contacting your school.