



Regency High School Data Protection Policy

Authorised by: Chair of Governors

Date: May 2017
Review Date: May 2020

Signed by:

Date:

Data Protection Policy

For pupils/students of Regency High School

Regency High School (RHS) is 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, the local authority 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
- Assess how well your school is doing.

This information includes your contract details (including the name and address of your parents/carers), national curriculum assessment results, attendance information and personal characteristics such as your 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 are required by law to pass information about you to the Department for Education (DfE). If you want to see a copy of this information that we hold and/or share, please contact us.

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

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://worcestershire.whub.org.uk> and use the search function to look up privacy notices.

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

Performance Development Team, Worcestershire County Council, Children's Services, County Hall, Worcester WR5 2YA.

Email: dprice@worcestershire.gov.uk Tel: 01905 822067.

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

Website: www.education.gov.uk Email: <http://education.gov.uk/help/contactus> Tel: 0370 000 2288.