

PRIVACY NOTICE

for

Swanmead Community School

Privacy Notice - Data Protection Act 1998

We, Swanmead Community 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 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 provide you 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.

SIMS Text Messaging Service

The School has a duty of care to all of their pupils, and this care comes into being every day at the start of the school day and whilst the pupil is on school premises. In order to assist with this duty Swanmead Community School has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, Emergency Closure, Reminders of Holidays and Events.

To inform parents or designated carers of important issues the Text Messaging Service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the pupil's first name, no other personal data will be retained by the Texting Company.

If you require any further information please contact the School.

In using this messaging service schools the School needs to ensure that we have the consent of the parents/contacts to use their personal data, i.e. mobile phone numbers, for such use. Parents do have the option to opt out at any time and this will be recorded on our system.

The Text Messaging Service is provided by a Third Party Company. The Third Party Company is Esendex; their website is www.esendex.com. The service they provide is the transmission of the text message, which contains only the child's first name and no other information, to the selected telephone numbers.

They do not hold any personal data relating to parents/carers or pupils; this data is all held in SIMS at Swanmead Community School.

In addition for Secondary and Middle deemed Secondary Schools

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, Careers South West. 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. This right transfers to you on your 16th birthday. Please inform Mr. Mark Walker, Headteacher 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 or the LA website shown above.

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 about you to the Local Authority 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 **Mr. Mark Walker, Headteacher.**

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:

[Local Authority](http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause) and
<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 DfE as follows:

The Information Governance Team
Somerset County Council
County Hall
Taunton
TA1 4DY
Email: informationgovernance@somerset.gov.uk
Tel: 01823 357194

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288