

Advance Trust Privacy Notice:



Information about pupils in our schools, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use your information

The Trust academies collect and hold personal information relating to our pupils and may also receive information about them from their previous school or college, local authority, and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- support a young person in their transition to a post-16 provider of education or training.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications.

In addition once our pupils reach the age of 13+, the law requires us to pass on certain information to Worcestershire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to pupils aged 16 and over with post 16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to Worcestershire County Council by informing the school's Headteacher. This right is transferred to the child once he/she reaches age 16. For more information about services for young people, please go to our local authority website <http://www.worcestershire.gov.uk/>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Advance Trust at enquiries@advancetrust.org or in writing to Advance Trust C/o Vale of Evesham School, Beech Centre, Four Pools Lane, Evesham, WR11 1BN

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for the use by 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.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.worcestershire.gov.uk/> and search for privacy notice; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



Vale of Evesham School

A specialist school for cognitive and sensory - making progress in the community

Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales Company number 08414933
whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcs, WR11

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