



**PRIVACY NOTICE  
FOR  
STUDENTS OF ALLEYNE'S  
ACADEMY**

Alleyne's Academy is the data controller of the personal information you provide to us.

We process personal information relating to you and may receive information about you from your previous school, Local Authority (LA), the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Assess the quality of our service.

Information which we hold about you includes your contact details, National Curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have, as well as relevant medical information. If you are enrolling for post-14 qualifications, the Learning Records Service will give us your Unique Learner Number (ULN) and may also give us details about your learning or qualifications.

Once you reach the age of 13, the law requires us to pass on certain information about you to providers of youth support services in your area who have responsibilities in relation to the education and training of 13-19 year olds. This is the Local Authority support service for young people aged 13-19 in England. We provide them with your name, address, date of birth, name(s)/address(es) of your parent(s)/guardian(s) and any other information relevant to the support services role. We may also share certain personal data relating to students aged 16 and over with post-16 education and training providers to secure appropriate services for you.

Your parent/guardian can request that no information beyond your name, address and date of birth be passed to the support service. This right transfers to you once you reach the age of 16. Please contact the Academy if you wish to opt out of this arrangement. For more information about young people's services please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk>.

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

We are required by law to pass some information about you to the DfE. This information will, in turn, then be made available for the use of the LA.

Where appropriate, we will send to relevant NHS personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual students changing school (or address) to ensure continuity of health care.

Additional organisations that we will share personal data with are:

- Examining bodies;
- Entrust;
- ICT service providers, and
- Providers of internal services, e.g. caterers.

If you wish to receive a copy of the information which we hold about you, please contact the Academy:

Alleyne's Academy,  
Oulton Road,  
Stone,  
Staffordshire.  
ST15 8DT

Email: [office@alleynes.staffs.sch.uk](mailto:office@alleynes.staffs.sch.uk)

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

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/yourdata.aspx>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>