

THE ST. CHRISTOPHER SCHOOL

Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

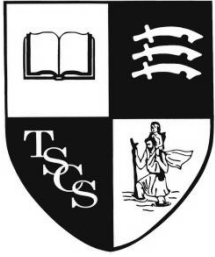
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Web: www.thestchristopherschool.co.uk



'Christopher's Cottage'



A Residential Respite Care /
Sports Hall Facility

Privacy Notice - Data Protection Act 1998

We, The St. Christopher School Academy Trust, are a data controller for the purposes of the Data Protection Act 1998. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal information and use it to:

- Support your learning and teaching;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Personal information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and 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.*

In addition

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. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name(s) and address of you and your parent(s) 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, addresses and your date of birth be passed to the support services. This right transfers to you on your 16th birthday. Please inform the School Office if you wish to opt out of this arrangement.

For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/pages/default.aspx>

We will not share your personal information without your consent unless the law and our policies allow us to.

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.



Southend-on-Sea



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We are required by law to pass some information about you to the Department for Education (DfE) and, in turn this will be available for the use of the Local Authority (LA).

If you want to see a copy of the information about you that we hold or share, please contact the School Office.

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

www.southend.gov.uk and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

Data Protection
Department for People
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend
Essex, SS2 6ER

Contact Number: 01702 215007
Email: council@southend.gov.uk

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: www.education.gov.uk
email: <http://www.gov.uk/contact-dfe>
Telephone: 0370 000 2288

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