

# CEDARS

## Short Stay School

<b>Policy Title</b>	Privacy Notice
<b>Written By</b>	TH
<b>Review Committee</b>	Finance & Resource
<b>Date Approved</b>	March 2023
<b>Review Date</b>	March 2026
<b>Responsible for Day to Day Management</b>	PC



# CEDARS

## Privacy Notice - Data Protection Act 1998

We **CEDARS Short Stay School** are a data controller for the purposes of the Data Protection Act. 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 data to:

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

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> 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.

CEDARS uses a number of colleges and private companies who provide vocational training courses or mentoring services. It is necessary to share information about you with one or more of these providers if you are placed on a vocational course or need additional support to access education.

It may also be necessary to share information about you with the following agencies:

- The Local Authority (Staffordshire County Council)
- The NHS
- The Department for Education (DfE)
- Ofsted
- Examining bodies
- Entrust

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

### **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. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s) or carer(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) or carer(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell The Office Manager at CEDARS Newcastle Base (01782 973760) 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/aboutus/Pages/default.aspx>

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

---

<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

***policies allow us to.***

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact The Office Manager at CEDARS Newcastle Base on 01782 973760.

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

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx><sup>2</sup> or

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

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

- Janet Manders  
Access to Personal Information Officer  
Direct line: (01785) 27 8090  
Email: [janet.manders@staffordshire.gov.uk](mailto:janet.manders@staffordshire.gov.uk)

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

---

<sup>2</sup> Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.