

Privacy Notice - Data Protection Act 1998

Dyke House Sports & Technology College is a data controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child from the previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess how well the school is doing

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications, we will be provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications your child has undertaken.

Digital images

Occasionally, we may take photographs of the children at the college. These images may be used in our college prospectus, in other printed publications that we produce, on our college's website or on project display boards in the college. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally, the college may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Students will often appear in these images, which may appear in local or national newspapers or televised new programmes.

Should you have any objection to any of the above please contact Dyke House College on 01429 266377.

Biometrics

Our college uses a recognition system using biometrics which allows us to make the best use of efficient systems such as cashless catering, library software, and print & copy control. We also ensure that:

- the students' biometric data is treated with appropriate care and complies with the data protection principles as set out in the Data Protection Act 1998
- where data is to be used as part of an automated biometric recognition system, it complies with the additional requirement in sections 26 to 28 of the Protection of Freedoms Act 2012
- each parent/child is informed about the use of the biometric systems at the academy
- that at least one parent has given written consent before data is taken to be used with any biometric system.
- there are reasonable alternatives of accessing services for those students who have opted out of using the system.
- all biometric data that is stored is encrypted
- all biometric data is erased when a student leaves the academy
- there are systems in place that allow parents to withdraw their consent at any time (this must be in writing in the form of a letter or email)

In addition

Once your child is 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 both your child's and your name(s) and address, and any further information relevant to the support services' role. However, if your child is over 16, you (or your child) can ask that no information

beyond names, address and your date of birth be passed to the support service. This right transfers to your child on their 16th birthday. Please inform Mr D Tucker at Dyke House College 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: <http://www.hartlepool.gov.uk/>

We will not give information about your child to anyone outside the College 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 Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Mr D Tucker. 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:

http://www.hartlepool.gov.uk/info/200031/data_protection_and_freedom_of_information/1586/privacy_notice_children

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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

If you are unable to access these websites you can be sent a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer, Chief Executives Department, Hartlepool Borough Council, Hartlepool TS24 8AY
Tel: 01429 523182. <http://www.hartlepool.gov.uk>

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