

# PRIVACY NOTICE

Robertsbridge Community College handles personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school.

We hold and use your information to support your teaching and learning, monitor and report on how well you are doing, provide you with pastoral care and to assess how well your school is doing.

The information we hold includes your contact details, national curriculum assessment results, attendance information, your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your permission unless the law and our rules permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Children, Schools and Families (DCSF).

## Connexions Service

Once you are aged 13 or over, we have to pass on certain information to the Connexions service. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We have to pass on your name and address and your parent's or carer's name and address and other information that Connexions needs to provide their services.

However, you (if you are 16 years or older) or your parent or carer can ask that no information beyond name and address be passed to Connexions. Please tell the Business Manager, Mrs Julie Hill, if you wish to opt-out of this arrangement. If you want more information about Connexions, please contact East Sussex County Council. Their website and contact details are given below.

## YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

If you want to see a copy of the information we hold and share about you then please contact the Headteacher's P.A, Miss Hanna Stedman.

If you need to know more about how East Sussex County Council and the DCSF store and use your information please contact them:

East Sussex County Council: [www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/youngpeople.htm](http://www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/youngpeople.htm)

DCSF: [www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

If you are unable to access these websites, please contact the County Council or the DCSF as follows:

Information Governance Officer  
Children's Services

### East Sussex County Council

County Hall  
St Anne's Crescent  
Lewes  
BN7 1UE

☎ 01273 482901

✉ [CS.DPA@eastsussex.gov.uk](mailto:CS.DPA@eastsussex.gov.uk)

🌐 [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

Public Communications Unit

### Department for Children, Schools and Families

Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

☎ 0870 000 2288

✉ [info@dcfs.gsi.gov.uk](mailto:info@dcfs.gsi.gov.uk)

🌐 [www.dcsf.gov.uk](http://www.dcsf.gov.uk)