

PRIVACY NOTICE

Uckfield Community Technical 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 office@uctc.e-sussex.sch.uk 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 office@uctc.e-sussex.sch.uk

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

DCSF: www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%200Children'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
🌐 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@dcf.gov.uk
 www.dcf.gov.uk