



Our ref: LMO/pra

September 2015

## DATA COLLECTION SHEETS

I would be grateful if you could carefully check the details on the attached 'Data Sheet' and complete or correct any of the sections.

Please also provide, if this is absent from your details, an email address. This can be a home email address or a work email address, providing your employer is made aware of correspondence arriving from Ark Helenswood Academy. This will then allow us to inform you of any news on the day, rather than waiting for paper copies to arrive a few days later via your daughter.

If you require information to be sent in large print, please contact the main offices who will supply you with a copy in a larger font size, or indicate on the enclosed form.

Please complete all sections of the form, and thank you in anticipation for your co-operation.

**Please return your form to the Main School Office at either the Lower or Upper School sites.**

Yours faithfully,

Mrs L Monk  
Principal

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### PRIVACY NOTICE for Students and Parents

**Please read this notice in conjunction with the attached Data Checking Sheet.**

Ark Helenswood Academy processes 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 and the Learning Records Service.



**PRINCIPAL:** Lucy Monk  
**REGIONAL DIRECTOR:** Mark Phillips

We hold and use your information to support your teaching and learning, monitor and report on your progress, provide you with pastoral care and to assess how well the 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.

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 of any learning you have done in the past or any qualifications you have.

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

### **YOUTH SUPPORT SERVICES**

Once you are aged 13 or over, the law requires us to pass on certain information about you to the provider of Youth Support Services in your area. This is East Sussex County Council's Youth Support Services, who have responsibilities in relation to the education or training of all young people aged 13 to 19.

We have to pass on your name, address and date of birth and your parent's or carer's name and address and other information that the Youth Support Services need to provide their services.

Your parent or guardian can ask that no information apart from your name, address and date of birth be passed to the Youth Support Services by informing Scott Ferrin, Systems and Network Manager. Once you reach the age of 16 you can make this request yourself.

If you want more information about youth support services in East Sussex, please contact East Sussex County Council. Their website and contact details are given below. You can also see more information about young people's services on the DirectGov Young People page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We may also share personal information relating to children age 16 and over with post 16 education and training providers in order to secure appropriate services for them.

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for use by East Sussex County Council.

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

### Ark Helenswood Academy

If you want to see a copy of the information we hold and share about you then please contact *Mr Scott Ferrin, Systems and Network Manager*.

### East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

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

If you are unable to access this website, please contact:

Information Governance Officer

Children's Services

### East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 335645

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

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

### Department for Education

If you need to know more about how the DfE stores and uses your information please see their website:

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

If you are unable to access these websites, the DfE can send you a copy of this information. Please contact:

Public Communications Unit

### Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

☎ 0870 000 2288

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

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

