



St Luke's Science and Sports College

A Church of England (VC) School founded in 1873

Harts Lane

Exeter

EX1 3RD

Tel: 01392 204600

e-mail: office@st-lukes.devon.sch.uk

web site: www.st-lukes.devon.sch.uk

Principal: Dave Holt



Science

Tuesday, 20 October 2015

Dear Parent/Carer



Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services



Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.



In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Careers South West who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.



A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Careers South West by informing office@st-lukes.devon.sch.uk. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to the following websites



Devon County Council:

<https://new.devon.gov.uk/educationandfamilies/school-information/post-16-education>

Careers South West:



www.cswgroup.co.uk.

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

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.devon.gov.uk/j4s-privacynotice or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Bronia Burland, School Business and Administration Manager

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Bronia Burland', with a stylized flourish at the end.

Mrs B Burland
School Business and Administration Manager

