



## Campion School

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### Campion School - Privacy Notice - Data Protection Act 1998

Campion School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child(ren) from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support their teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Support them in their transition to a Post-16 provider of education or training
- Assess how well the school is doing.

This information includes your child's / children's contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as their ethnic group, any special educational needs and relevant medical information. If they are enrolling for Post-14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

Once a child is aged thirteen or over, the school is required by law to pass on certain information to providers of youth support services in its area, formerly known as Connexions, now CSWP Ltd. It must provide both the child's / children's parent's/s' name(s), address, date of birth, and any further relevant information that the school holds. This relevant information may include the following details: full name (surname and forename), Unique Pupil Number (UPN), date of birth, address including postcode, telephone number, e-mail address, establishment/school name, programme and level of study, start and leave dates and destination.

This is to enable the support service to contact young people directly to promote their effective participation in education and training. The information will be used to put in place support arrangements for those young people identified as not participating in education or training.

However, young people aged sixteen years and over can ask that no information beyond names, address and date of birth be passed to the support service. Or, if the young person is aged under sixteen years, their parent(s) can ask that no information beyond name and address (for pupils and parents) and date of birth is passed on to the support service. To do this, please inform Lina Ingles, in the school's reception office.

For more information about young peoples' services, please go to the Directgov Education and Learning page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm)

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<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those in Alternative Provision and Early Years Settings.

### **Raising of the Participation Age (RPA)**

The law is changing from the summer of 2013 so that pupils aged sixteen years and over will need to participate in education or training to the end of the academic year in which they are seventeen, and for seventeen year olds to their eighteenth birthday from summer 2015.

Any provider of education or training must by law inform the Local Authority (LA) of any young person who 'drops out' from Post-16 education or training from their institution. It is the duty of the LA to promote the effective participation in education or training of all sixteen and seventeen year olds resident in their area; and make arrangements to identify young people resident in their area who are not participating. If at any point a young person, by law, should be participating and they are either not in education, employment or training (NEET) or it is not known what they are doing, the LA and/or the youth support services in your area, formerly known as Connexions, now CSWP Ltd will pass on the young person's details to providers of education, training or support who will be able to assist the young person to participate.

Information will only be shared when it allows the young person to fulfil their statutory duty to participate.

### **Post-16 Providers Attended by Warwickshire Learners**

Campion may share the following details with post-16 providers to support successful transitions: full name (surname and forename), Unique Pupil Number (UPN), date of birth, address including postcode, telephone number, e-mail address, establishment/school name, programme and level of study, and start and leaving dates.

Destination information will also be shared as part of the September Guarantee Process which is a statutory obligation for Warwickshire Local Authority to ensure that all young people are offered appropriate learning and training opportunities.

To publicise the availability of post-14 and post-16 choices and maximise opportunities that are available to young people, the agency commissioned by Warwickshire Local Authority to deliver local support services for careers guidance (currently CSWP Ltd) may, on behalf of schools, colleges and training providers, contact a young person at their home address. This is to ensure that every young person has access to the information they need to make informed decisions and successful transitions into further education, employment and training.

However, if a young person is over sixteen years, they can ask that no information beyond names, address and date of birth be passed to the providers, or the young person, under sixteen years, can ask their parent(s) to request that no information beyond their name, address and date of birth be passed on to the providers. If as a parent, or as a pupil aged sixteen or over, the young person may wish to opt-out and will not want post-16 providers to receive from Campion, beyond the young person's name, address and date of birth, then the student should contact Lina Ingles in the school's reception office.

### **Data sharing between Local Authorities and Post-16 providers**

1. There are two pieces of legislation Local Authorities will take into account when considering local information sharing arrangements for the implementation of RPA for sixteen and seventeen-year-olds. The two relevant legislative provisions for data sharing are sections 68 and 77 of the Education and Skills Act 2008. Section 77 allows a Local Authority to supply information about young people to an organisation that is providing services under section 68.

2. The Department for Education (DfE) considers that by putting in place a written agreement on how they will work with the providers, Local Authorities will be entering into arrangements with those providers for the provision of section 68 services. This allows the Local Authority to provide details of eligible young people to the providers in their area. It would also allow the Local Authority to confirm the status of young people who have been identified independently by the provider. The Coventry, Solihull and Warwickshire (CSWP) Partnership agreement sets out how the Local Authority and CSWP Ltd will support and work with schools to deliver their statutory duties. It also lists the details of young people that will be shared (see under Post-16

Providers Attended by Warwickshire Learners) and how this data is shared. For a copy of this agreement, please contact the Headteacher's PA, Amanda Clifton for this information.

3. In keeping with normal practice, both providers and Local Authorities will ensure that the use of young peoples' data is consistent with their data controller's registrations and privacy notices prior to sharing data.

4. In addition, Local Authorities and providers must comply with the Data Protection Act, applying the normal data protection principles that relate to processing personal data.

*Campion School will not give information about its students to anyone outside the school without consent unless the law and our rules allow us to or as envisaged by this privacy notice*

Campion is required by law to pass some information about its pupils to the Local Authority and the Department for Education (DfE). This sharing of information also applies to agencies that are prescribed in law, such as, Ofsted, the Education Funding Agency (EFA), the Department of Health (DoH) and Skills Funding Agency that require access to data for the Learner Records Service. All these agencies are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

Campion is also required by law to pass some information about its pupils 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 Lina Ingles in the school's reception office.

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.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D7D8621B3C248025705F00487872>  
and  
<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- Business and Commissioning Intelligence Team  
Warwickshire Local Authority  
Strategic Commissioning  
People Group  
Saltisford Office Park  
Ansell Way, Warwick, CV34 4UL Website: <http://www.warwickshire.gov.uk/schoolprivacynotices>  
Email: [businessintelligence@warwickshire.gov.uk](mailto:businessintelligence@warwickshire.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus> Telephone: 0370 000 2288