



Privacy Notice (Students) - Data Protection Act 1998

The proprietor of Tamworth Enterprise College is Academies Enterprise Trust (“AET”) whose registered office is at Kilnfield House, Foundry Business Park, Station Approach, Hockley, Essex SS5 4HS. AET is a data controller for the purposes of the Data Protection Act. As part of the AET we collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your learning and teaching;
- Monitor and report on your progress;
- Provide appropriate pastoral care.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and 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 about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. These are the Local Authority support services for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services’ role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, your parent(s) have the right to request that no information beyond names, addresses and date of birth be passed to the support services. This right transfers to you on your 16th birthday. In order to make such a request, please contact the Principal, Mr. S. Turney.

For more information regarding young people’s services, please visit the National Careers Service page at:

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

We will not give information about you to anyone outside of the Academy without your consent, unless the law allows us to.

We are required by law to pass some information about you to the Department for Education (DfE) and the Local Authority (LA).

If you wish to view a copy of the information about you that we hold and/or share, please contact Mr. S. Turney.

If you require more information about how AET, the LA and/or DfE store and use your information, please visit the following websites:

<https://sites.google.com/a/aetinet.org/academies-enterprise-trust/home/privacy-policy>

and

<http://www.staffordshire.gov.uk/yourcouncil/dataprotectionandfreedomofinformation/homepage.aspx>

and

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact AET or DfE as follows:

Academies Enterprise Trust,
Kilnfield House,
Foundry Business Park,
Station Approach,
Hockley,
Essex
SS5 4HS
Website: www.academiesenterprisetrust.org
Tel: 0845 4530073
Email: contactus@academiesenterprisetrust.org

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Tel: 0370 000 2288
Email: <http://www.education.gov.uk/help/contactus>