

September 2017

Dear Parents/Carers/Students

Privacy Notice - Data Protection Act 1998

Glebelands School is a Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs F Crawley, Business Manager at the school info@glebelands.surrey.sch.uk

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <https://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection>
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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

- Corporate Information & Governance Team
Surrey County Council
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DJ
website: www.surreycc.gov.uk
email: foi@surreycc.gov.uk
Tel: 03456 009 009

Email: info@glebelands.surrey.sch.uk **Web:** www.glebelands.surrey.sch.uk





Glebelands

Respect and Achieve

Parsonage Road, Cranleigh, Surrey GU6 7AN

Tel: 01483 542400 **Fax:** 01483 542401

Student Absence: 01483 542408

Head of School: Mr R Mitchell BSc (Hons) PGCE

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

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Mrs F Crawley if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.

Yours sincerely

R Mitchell
Head of School

Email: info@glebelands.surrey.sch.uk **Web:** www.glebelands.surrey.sch.uk



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