

PRIVACY NOTICE

Uckfield Community Technology College 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.

We hold and use your information to support your teaching and learning, monitor and report on how well you are doing, provide you with pastoral care and to assess how well your 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. We may also ask them for 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 rules 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).

CONNEXIONS SERVICE

Once you are aged 13 or over, we have to pass on certain information to the Connexions service. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We have to pass on your name and address and your parent's or carer's name and address and other information that Connexions needs to provide their services.

However, you (if you are 16 years or older) or your parent or carer can ask that no information beyond name and address be passed to Connexions. Please tell Mr J Bowie (Assistant Headteacher) if you wish to opt-out of this arrangement. If you want more information about Connexions, please contact East Sussex County Council. Their website and contact details are given below.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

If you want to see a copy of the information we hold and share about you then please contact Mr J Bowie Assistant Headteacher

If you need to know more about how East Sussex County Council and the DfE store and use your information please contact them:

East Sussex County Council: www.eastsussex.gov.uk/dataprotection

DfE: www.teachernet.gov.uk/management/ims/datamanagement/

[privacynotices/pupilsdata/](https://www.eastsussex.gov.uk/privacynotices/pupilsdata/)

[www.teachernet.gov.uk/management/ims/datamanagement/
privacynotices/pupilsdata/thirdpartyorgs/](https://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/)

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

Information Governance Officer
Children's Services
East Sussex County Council
County Hall
St Anne's Crescent
Lewes
BN7 1UE

☎ 01273 482901
✉ CS.DPA@eastsussex.gov.uk
📞 www.eastsussex.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

☎ 0870 000 2288
✉ info@education.gsi.gov.uk
📞 www.education.gov.uk