

Data Protection Act 1998: How we use pupil information

The University of Brighton Academies Trust, and all of its constituent academies, collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use 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

This information 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.

Once our pupils reach the age of 13, the law requires us to pass on certain information to West Sussex County Council who have responsibilities in relation to the education or training of 13-19 year olds. 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 request that **only** their child's name, address and date of birth be passed to West Sussex County Council by informing the relevant academy office (see contact details below). 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 local authority website [West Sussex County Council](#).

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the Trust office or relevant academy:

<p>University of Brighton Academies Trust University of Brighton Academies Trust University of Brighton Room WHSR1, Watts House, Lewes Road Brighton BN2 4GJ Tel. 01273 643413 Email Academiestrust@brighton.ac.uk</p>	<p>Blackthorns Community Primary Academy 3 Blackthorns Close Lindfield West Sussex RH16 2UA Tel. 01444 454866 Email: office@blackthornsprimaryacademy.org.uk</p>	<p>Holmbush Primary academy Hawkins Crescent Shoreham-By-Sea West Sussex BN43 6TN Tel. 01273 592471 Email: office@ holmbushprimaryacademy.org.uk</p>
<p>Lindfield Primary Academy School Lane Lindfield West Sussex RH16 2DX Tel. 01444 482524 Email: office@lindfieldprimaryacademy.org.uk</p>	<p>Pound Hill Infant Academy Crawley Lane Pound Hill Crawley. West Sussex RH10 7EB Tel. 01293 873975 Email:office@phiacademy.org.uk</p>	<p>The Burgess Hill Academy Station Road Burgess Hill West Sussex RH15 9EA Tel: 01444 241691 Email: office@theburgesshillacademy.org.uk</p>

<p>Desmond Anderson Primary Academy Anderson Road Crawley West Sussex RH10 5EA Tel: 01293 525596</p> <p>Email: office@desmondandersonprimaryacademy.org.uk</p>		
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We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

- **West Sussex County Council**

If you need to know more about how West Sussex County Council stores and uses your information please see their website:

<https://www.westsussex.gov.uk/privacy-policy/>

- If you are unable to access this website, please contact:

Data Protection Officer

West Sussex County Council

County Hall

West Street

Chichester

PO19 1RQ

☎ 01243 777100

✉ data.protection@westsussex.gov.uk

🌐 www.westsussex.gov.uk

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