

Data Protection Act 1998: How we use pupil information

The Hastings 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 East Sussex County Council's Youth Support Services 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 East Sussex County Council's Youth Support Services 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 our local authority website [East 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 relevant academy:

<p>The Baird Primary Academy Parker Road Hastings East Sussex TN34 3TH</p> <p>email office@thebairdprimaryacademy.org.uk</p> <p>tel 01424 425670</p>	<p>Churchwood Primary Academy and Nursery Church In The Wood Lane St Leonards On Sea East Sussex TN38 9PB</p> <p>email office@Churchwoodprimaryacademy.org.uk</p> <p>tel 01424 852326</p>	<p>Dudley Infant Academy Harold Road Hastings East Sussex TN35 5NJ</p> <p>email office@dudleyinfantacademy.org.uk</p> <p>tel 01424 422981</p>
<p>The Hastings Academy Rye Road Hastings East Sussex TN35 5DN</p> <p>email office@hasla.org.uk tel 01424 711950</p>	<p>Hollington Primary Academy Hollington Old Lane St Leonards On Sea East Sussex TN38 9DS</p> <p>email office@Hollingtonprimaryacademy.org.uk tel 01424 851783</p>	<p>Robsack Wood Primary Academy and Nursery Whatlington Way, St Leonards-on-Sea East Sussex TN38 9TE</p> <p>email office@Robsackwoodprimaryacademy.org.uk tel 01424 853521</p>

<p>Silverdale Primary Academy Perth Road St Leonards on Sea East Sussex TN37 7EA Email: office@silverdaleprimaryacademy.org.uk Tel 01424 448100</p>	<p>The St Leonards Academy Edinburgh Road St Leonards On Sea East Sussex TN38 8HH email office@hasla.org.uk tel 01424 448740</p>	<p>West St Leonards Primary Academy Harley Shute Road St Leonards on Sea East Sussex TN38 8BX email office@wslprimaryacademy.org.uk tel 01424 422080</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:

- **East Sussex County Council**

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

www.eastsussex.gov.uk/dataprotection

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

Information Governance Officer

Children's Services

East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 335645

✉ CS.DPA@eastsussex.gov.uk

🌐 www.eastsussex.gov.uk

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