



## Privacy Notice - Data Protection Act 1998 Notice for parents

**Tile Cross Academy** is the Data Controller for the purposes of the Data Protection Act. We process personal data about our students and may receive information about them from their previous schools. We hold this personal data and use it to:

**support pupils' teaching and learning; monitor and report on their progress;**

**provide appropriate pastoral care; assess how well the school is doing.**

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

**We will not give information about you or your child 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 or your child then please contact the School Business Manager.

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

[www.birmingham.gov.uk/children-services](http://www.birmingham.gov.uk/children-services)

[www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/](http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/)

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

**Freedom of Information  
Children, Young People and Families  
Directorate  
PO Box 16568  
Lancaster Circus  
Birmingham  
B2 2FX  
Email: [steve.cullen@birmingham.gov.uk](mailto:steve.cullen@birmingham.gov.uk)  
Telephone: 0121 46404591**

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

### **Connexions Services**

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

We must provide names and addresses, and any further information relevant to the Connexions services' role for both pupils and parents. However, you (or your child if over 16), can ask that no information beyond name and address be passed to Connexions. Please inform the School Business Manager if you wish to opt out of this arrangement. For more information about Connexions please contact the Local Authority as shown above.