

Privacy Notice for secondary age pupils in Surrey – Data Protection Act 1998

Kings International College processes personal data about its students and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its students’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the College as a whole is doing.

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

We will not give your information about you to anyone outside the college 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), Surrey Youth Support Services 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 Miss S Bond or Miss Z Hardy at the College.

If you require more information about the LA or DfE please go to the following websites:

<http://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/how-to-access-childrens-social-care/privacy-notice-data-protection-act-1988>

www.education.gov.uk

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

Corporate Information & Governance Team
Surrey County Council
Legal Services
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN

Email – foi@surreycc.gov.uk
Tel – 03456 009009

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

www.education.gov.uk

email - info@education.gsi.gov.uk
tel - 0370 000 2288