



Our Ref: 2013/064/DCP/Suw

November 2013

Woodland Road
Amington
Tamworth
Staffordshire B77 4FF

For the attention of all Parents/Carers and Students

Telephone 01827 301800
Fax 01827 301801
Email post@lfata.org.uk
Website www.lfata.org.uk

Privacy Notice – School Census 2013

Landau Forte Academy Amington are a data controller for the purposes of the Data Protection Act. We collect information for your child and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care; and
- Assess how well the Academy is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with their Unique Learner Number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications your child has undertaken.

Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your child's name(s) and address, and any further information relevant to the support services' role. However, if your child is 16, you or they can ask that no information beyond names, address and their date of birth be passed to the support service. Please inform Mrs Susan West, PA to the Principal, if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

We will not give information about your child to anyone outside the Academy without your consent unless the law and our rules allow us to.

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about your child that we hold and/or share, please contact the Academy in writing to Ms D Pickering, Principal, Landau Forte Academy Amington, Woodland Road, Amington, Tamworth, Staffordshire B77 4FF.

Landau Forte Charitable Trust
A company limited by guarantee

Registered in England No. 2387916

Registered Office:
Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity

Chairman Margaret Bell
Chief Executive Stephen Whiteley
Principal Diane Pickering

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites a copy of this information can be sent to you. Please contact the LA or DfE as follows:

- Information Governance Unit
Staffordshire County Council
Wedgewood Building
Block A
Tipping Street
Stafford
ST16 2DH
Website: www.staffordshire.gov.uk
Email: foi@staffordshire.gov.uk
Telephone: 0300 111 8000
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Yours sincerely



Ms D Pickering
Principal