

Monday 8th March 2021

Dear Parent/carer

We regularly share information with Prospects who carry out a service on behalf of the Local Authority. The Local Authority has a responsibility to ensure the continued education and training of all persons under the age of 18 years within the local authority area. The law states that education establishments must share certain information in order for Local Authorities to carry out this duty. It is therefore **mandatory** to share the following information with Prospects:

- **Unique Learner Number**
- **Unique Pupil Number**
- **First Name**
- **Last Name**
- **Date of Birth**
- **Address**
- **Postcode**

In addition to this mandatory information, Prospects further request the following information to assist them in contacting students and collating data to ensure they can reach as many students as possible:

- Gender
- Ethnicity
- Home Phone Number (Students and Parents)
- Mobile Number (Students and Parents)
- School email address (Students)
- Private email address (Students and Parents)
- Whether the student is in care
- Whether the student is taking alternative provisions
- Whether the student is in receipt of any EHCP or SEN support

This information is processed under the legal basis of public task and it is therefore optional to share this information with Prospects. Should parents object to sharing of the information they should inform the Academy of their objections.

Should you have any questions please do not hesitate to contact me on 0121 568 3300 or directly on 0121 568 3332.

Yours sincerely

Mrs M Miller
Enterprise & Careers Coordinator