

## PRIVACY NOTICE

### *Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings*

### **Selwood Academy**

#### **Privacy Notice - Data Protection Act 1998**

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

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area, Careers South West. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role.

Please inform Wendy Barnes-Charles, in the School Office, if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.

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

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

We are required by law to pass some information about you 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 you that we hold and/or share, please contact

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<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.

Wendy Barnes-Charles in the School Office.

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:

[Local Authority](#) and

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

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

The Information Governance Team  
Somerset County Council  
County Hall  
Taunton  
TA1 4DY  
Email: [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)  
Tel: 01823 357194

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