



## Privacy Notice

### How We Use Information About Students

Backwell School uses personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. A 'data controller' is an organisation that is responsible for the use made of someone's personal information.

It uses this data to:

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- support a young person in their transition to a post 16 provider of education or training
- assess how well the school as a whole is doing.

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

This data may only be used or passed on for specific purposes allowed by law to organisations like:

Local Authorities	Department for Education (DfE)	The Local Police Force
Skills Funding Agency (SFA)	Education Funding Agency (EFA)	Ofsted
Department of Health (DH)	Providers of education learning resources (e.g. I am Learning)	

All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs, relevant medical information and CCTV images. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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)

Once you are aged 13 or over, we are required by law to pass on certain information to the provider 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 the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role. However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform The Student Services Team at Backwell School if this is what you or your parents wish.

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 <http://www.n-somerset.gov.uk/Education/>

If you want to see a copy of the information about you that we hold and/or share, please contact The Student Services Team at the School.

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.n-somerset.gov.uk/Education/Schools/Schools/privacynotices.htm>

<http://www.education.gov.uk/researchand%20statistics/datadatam/b00212337/datause>

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

The Student Services Team, Backwell School.

Data Management Team, Children & Young People's Services, North Somerset Council,  
Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

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