

# SES PRIVACY NOTICE for Children and Young People

## Data Protection Act 1998: How we use your information

Avocet House and Turnstone House are the Data Controllers for the purposes of the Data Protection Act.

We collect personal information from you, and may be sent information about you from your previous school and Local Authority. We hold this personal data to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care
- assess how well you are doing, and
- support your move to post 16 education/training

Information that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and useful medical information.

Once you reach the age of 13, the law requires us to pass on certain information to the Local Authority or Youth Support Services in our area who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to get appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Local Authority or Youth Support Services by informing the Principal. This right is transferred to you once you reach the age 16.

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

If you want to see a copy of the information about you that we hold and/or share, please ask the **Principal**.

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

You can find out more about this information and its use at:

- Norfolk LA: <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- the DfE website at: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can also contact them using the following details:

Norfolk County Council  
County Hall  
Martineau Lane  
Norwich  
Norfolk  
NR1 2DH  
Website: [www.norfolk.gov.uk](http://www.norfolk.gov.uk)  
Tel: 0344 800 8020  
Email: [information@norfolk.gov.uk](mailto:information@norfolk.gov.uk)

Public Communications Unit  
**Department for Education**  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Website: [www.education.gov.uk](http://www.education.gov.uk) [http://www.education.gov.uk/help/contact us](http://www.education.gov.uk/help/contact-us)  
Tel: 0370 000 2288.

By signing this form you are indicating that an adult has talked with you about how we use your data and the legal basis upon which this is done.

Name:.....

Date:.....