

SES PRIVACY NOTICE for Parents and Carers

Data Protection Act 1998: How we use children's information

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

We collect and hold personal information relating to our children and young people, and may receive information about them from their previous school and Local Authority and/or the Department for Education (DfE). We hold this personal data and use/share it to:

- support our young people's teaching and learning;
- monitor and report on their progress;
- contribute to improving your child's health and reducing inequalities;
- provide appropriate pastoral care
- statistical forecasting and planning
- assess how well the school as a whole is doing, and
- support our young people's transition to post 16 education/training

This information includes contact details, national curriculum assessment results, attendance information, personal characteristics such as ethnic group, special educational needs and any relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications.

Once our pupils 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 secure 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 the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website: www.schools.norfolk.gov.uk

We will not give information about our pupils 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 contact the **Principal**.

Please also see the SES Data Protection Policy and Practice document.

We are required, by law, to pass certain information about our pupils to our local authority

(LA) and the Department for Education (DfE).

If you require more information about how we use this information, please visit:

- Our website at: www.specialisteducation.co.uk/care-education/policies/

If you require more information about how the LA and/or DfE collect, store and use this data please go to the following websites:

- 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>

If you are unable to access these websites, please contact the LA or the DfE as follows:

Norfolk County Council
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

Website: www.norfolk.gov.uk
Tel: 0344 800 8020
Email: 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/help/contact us](http://www.education.gov.uk/help/contact-us)
Tel: 0370 000 2288.

By signing this form you are indicating that you understand how we use data on your child and the legal basis upon which this is done.

Name:.....

Date:.....