

Privacy Notice for pupils attending West Town Lane Academy

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Bristol City Council by informing our office manager. 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 the local authority website.

The Academy will take photographs of children within the school day to share with parents via the website or social media across a range of activities. The photographs may also be used in publications such as the Prospectus. Permissions are sought from all families in order to do this, and any child or parent/ carer has the right to refuse us to do so. When sharing images of children in school, personal information regarding the child(ren) such as their name will never be provided.

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

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

If you need more information about how our Academy or DfE collect and use your information, please visit:

- our school office;
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Mrs. Gaunt or Mrs. Lewis via the school office