

BAY EDUCATION TRUST
Paignton Community & Sports Academy
Curledge Street Academy
Kings Ash Academy
PRIVACY NOTICE
PUPILS

Privacy Notice - Data Protection Act 1998

Bay Education Trust is a data controller for the purposes of the Data Protection Act. We collect personal 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 learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well we are doing

Information about you 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 and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition for Secondary Aged Pupils

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. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support services. This right transfers to you on your 16th birthday. Please tell **Office Manager, Paignton Community & Sports Academy, Borough Road, Paignton TQ4 7DH** if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/pages/default.aspx>

Section 72 of the Education and Skills Act 2008 requires all schools to provide relevant information about pupils to the local authority that helps to identify those at risk of ending up not in education, employment or training (NEET) post 16.

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

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DFE). The information passed to the Department for Education (DFE) will, in turn, be available for use by the LA.

If you want to receive a copy of the information about you that we hold or share, please contact **the Chief Finance Officer, Bay Education Trust, c/o Paignton Community & Sports Academy, Waterleat Road, Paignton, TQ3 3WA**

If you require more information about how the DfE store and use your information, then please go to the following websites: <http://www.torbay.gov.uk/index/education/schools/fair-processing.htm> and www.torbay.gov.uk/council/policies/cs/privacy-notices/

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

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

