



# Blackfen School for Girls

Raising aspirations - releasing potential.

2017

## PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units

### Privacy Notice - Data Protection Act 1998

We, Blackfen School for Girls, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

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

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to Bexley (our Local Authority), and the Department for Education (DFE).

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how Bexley and/or DFE store and use this data please go to the following website:

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

- Data Protection Officer  
Partnerships & Performance  
Bexley Council  
Civic Offices  
2 Watling Street  
Bexleyheath  
Kent  
DA6 7LB  
email: [partnershipsandperformance@bexley.gov.uk](mailto:partnershipsandperformance@bexley.gov.uk)  
tel: 020 8303 7777
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
tel: 0370 000 2288.



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**Youth Support Services Agreement** - Once you are aged 13 or over we are required to pass on certain information to the YSSA services. YSSA is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es and any further information relevant to the YSSA services' role.

However, students (if over 16) or parents can ask that no information beyond name and address be passed to YSSA. Please inform the school office if you wish to opt-out of this arrangement. For more information about YSSA please, contact Bexley, our Local Authority, as shown above.

**SIMs In Touch Email** – The school makes use of the In Touch service for electronic communications to parents. This involves the secure sharing of a limited amount of student and contact data.

**WisePay** –The school is using WisePay services for on-line payments. WisePay provides the school with a secure automated payment collection point for anything from school lunches through to school trips and curriculum resources. Parents can pay online with their debit or credit card at any time. This involves sharing a limited amount of students and contact data.

Privacy Notice will be found on the school WisePay site when you log in to the payment area.