



SC/EB/01/10

11 January 2010

Privacy Notice – Data Protection act 1998

We, Wellfield Middle School are the Data Controller for the purposes of the Data Protection Act 1998. We collect information from you, and may receive information about you from your previous school. We hold this personal information 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, and characteristics such as ethnic group, special educational needs and any relevant medical information. If you want to see a copy of the information we hold and share about you then please contact Mrs. Kemp, Deputy Headteacher.

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 (see box above) to the Local Authority and the Department for Children, Schools and Families (DCSF).

Connexions Services: Connexions is the Government's information and advice service for all young people aged 13-19 in England. Once you are aged 13 or over we are required by law to pass on certain information to the Connexions Services. We must provide both your own and your parent/s' name/s and address/es, and if you agree, we may provide further information (see box above) relevant to the Connexions Services' role.

Your information will only be kept for as long as necessary and it will be stored and destroyed securely. If you require more information about how the LA and/or DCSF store and use your information please go to the following websites: [www.northtyneside.gov.uk/pls/portal/NTC\\_PSCM.PSCM](http://www.northtyneside.gov.uk/pls/portal/NTC_PSCM.PSCM) and [www.teachernet.gov.uk/doc/13856/DSCF%20what%20we%20do%20with%20children's%20datav4%20final.doc](http://www.teachernet.gov.uk/doc/13856/DSCF%20what%20we%20do%20with%20children's%20datav4%20final.doc)

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

Information Strategy Manager  
Children, Young People and Learning  
North Tyneside Council  
2<sup>nd</sup> Floor Left  
Quadrant east  
The Silverlink North  
Cobalt Business Park  
North Tyneside  
NE27 0BY  
0191 643 8130

[jan.hawley@northtyneside.gov.uk](mailto:jan.hawley@northtyneside.gov.uk)

Public Communications Unit  
Department for Children, Schools and Families  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

[www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
[info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
0870 000 2288

If you wish to complain or know more about how your information should be used you should contact the LA or the DCSF at the addresses above.

If there is a problem you also have the right to complain to the Information Commissioners at:

Information Commissioner's Office  
Wycliffe House  
Wear Lane  
Wimslow  
Cheshire  
SK9 5AF

Or by e-mail: [mail@icogsi.gov.uk](mailto:mail@icogsi.gov.uk)

Further information can also be found at the Commissioner's website: [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

Mr. S.W. Collinson