



WOOD GREEN ACADEMY

A Specialist College of Sport, Maths & Computing

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Privacy Notice - Data Protection Act 1998

Wood Green Academy 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 to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- 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 you may have 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.

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, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the Data Manager 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:

[National Career Service](#)

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 our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact the Wood Green Academy Data Manager.

If you need more information about how the Local Authority and DfE store and use your information, then please go to the following websites:

[Sandwell Council website - Privacy Notice](#) or

[Data protection: how we share pupil and workforce data](#)

[Data Protection Act](#)

If you cannot access these websites, please contact the LA or DfE as follows:

- Information
Management Unit
Sandwell Council
House Freeth Street
Oldbury
West Midlands
B693DE
- Public
Communications
Unit Department
for Education
Sanctuary
Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288



“A Leading Edge Partnership School”

Website: www.woodgreenacademy.co.uk
E-mail: admin@woodgreenacademy.co.uk
Company number: 07538389

