

PRIVACY NOTICE

The **Local Authority (LA)** uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

The Local Authority will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

Connexions Services For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's information and advice service for all young people aged 13 to 19 in England (website: <http://www.connexions-direct.com/>). This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role.

However parents, or pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name, address and date of birth then please contact the school.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

[Six](http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=22036) (http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=22036) and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

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

Mrs Michèle Weaver
e-Communications Officer
e-Learning & Information Management

Email: mmweaver@somerset.gov.uk
Website: <http://www.six.somerset.gov.uk/cypdim/>

Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street

ParentPay

The school transfers information from ParentPay to a secure provider (Verio) for the purpose of processing financial transactions. We may use the email address information held by ParentPay to update contact information held by the school

CCTV

The Blue School has a CCTV system installed across the school site for the purposes of preventing and detecting crime and helping control student behaviour. The system uses static (fixed position, fixed focal length and fixed focus) cameras. They provide high quality, high-resolution images, which may be viewed, reviewed and recorded.

The information recorded is stored under secure conditions and will not be kept beyond its purposeful life. The information may be made available to the authorities for the purpose of any criminal or civil proceedings.

The information may be made available to members of the public under the provisions of the Data Protection Act 1998.

The person responsible for the system is the school's Business Manager who has responsibility to ensure compliance with the CCTV Code of Practice and the Data Protection Act 1998. If you would like further information please contact the school's Business Manager, Jane Spencer.

Permission for using Images

Occasionally we may take photographs of the pupils at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our web site or on project display boards at our school. We may also make video recordings for educational use as in the assessment of practical lessons such as PE or Drama.

From time to time, the media will take photographs or film footage of a visiting dignitary or other high profile event at our school. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes or as online content.

To comply with the Data Protection Act 1998 we need parental permission before we can photograph or make any recorded images of pupils.

Pupils will be issued with a link book that will contain a page requesting your permission to use their image for various purposes. Those parents who do not want their child to appear in any publication should contact the school.

Internet provision

The Blue School offers pupils the use of its ICT facilities as an integral part of delivering the curriculum. However, this is a privilege and not a right. It is in the nature of things that curious children will use these facilities to explore the Internet. Consequently, they may deliberately or innocently access, or attempt to access, material that is inappropriate or unsuitable. Both pupils and parents should be aware that the school monitors Internet traffic and restricts access to such sites, where they are known. The school also monitors individual user account activity. This means that pupils who deliberately seek to access inappropriate material using school equipment may be identified and asked to account for their actions.

Finger image recognition

The LRC uses a finger image recognition device to improve the library service that is offered to staff and pupils. The biometric identification system uses a finger or thumb image to identify pupils without the need for a card showing their name and an identifying number. This will speed up the process and more importantly, ensure that there is less chance of cards being misused and mistakes being made. The thumb or finger image is not stored by the system as a fingerprint image but is converted to a code number approximately 110 digits long and it is not possible to reverse the process at any point to create the image of a finger image from that code. If parents do not wish their child to be involved in using this system then please let the school know as it is possible to retain individual identification using existing procedures.