

Privacy Notice - Data Protection Act 1998 – for Primary Schools

We, Wessex Primary School, 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. If you are enrolling for post 14 qualifications, we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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

We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law, such as the Qualifications and Curriculum Development Agency (Qcda), Joint Council for Qualifications (JCQ), Ofsted, Young Peoples Learning Agency, Department of Health (DfH), Primary Care Trust (PCT). All these are data controllers for the information they receive. The companies we currently use at school to support teaching and learning are Atomwide, Agile, Education City and DigiSmart. These companies are used by the school to support our ICT provision and maintain our network for use within school. We only share the children's names and sometimes their date of birth or year group with these companies. No other personal data is shared.

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 the LA and/or DfE store and use this data please go to the following websites:

- <http://www.rbwm.gov.uk>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

Data Protection Officer
Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead SL6 1RF

Tel: 01628 796945

email: martin.tubbs@rbwm.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Tel: 0870 000 2288

email: info@education.gsi.gov.uk

website: www.education.gov.uk

What happens with the data?

The **Local Authority (LA)** uses the information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special education 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 LA is also required to maintain the accuracy of all information held about children and young people in their area. The **Local Authority (LA)** may also share information with other LA's.

DfE is the Data Controller for the purposes of the Data Protection Act. DfE uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole.

Pupil information may be matched with other data sources that DfE holds in order to model and monitor their educational progression and to provide comprehensive information back to LAs and learning institutions to support their day to day business. DfE may also use contact details from these sources to obtain samples for statistical surveys which may be carried out by research agencies working under contract to DfE. Participation in such surveys is usually voluntary. DfE may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by DfE's Chief Statistician.

DFE may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of DfE's Chief Statistician. DfE's powers to pass data to researchers are derived from The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations. These Regulations restrict the researchers who may receive data to 'persons conducting research into the educational achievements of pupils and who require individual pupil information for that purpose'.

Pupil information will no longer be used for **ContactPoint**, the national database holding name and contact details for all children in England, their parents/carers and practitioners working with them. The government confirmed that **ContactPoint** was switched off on 6th August 2010 and the database will be destroyed using government approved standards and processes.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young (under 12) to do so themselves. If you wish to access the personal data which DfE hold about your child, then please contact them direct.

As the law allows pupil data can be sent to the following third party organisations. A brief description of the purposes the information is used for is set out below, along with a web address if you want to know more about what they do and how to contact them:

Department of Health (DfH) uses anonymised information about pupils' height and weight is collected in primary and middle schools as part of the National Child Measurement Programme to inform, influence and improve health policy. The DfH also provides aggregate PCT level data to the Care Quality Commission for performance assessment of the health service. www.dh.gov.uk

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/carers and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by 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.
<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx> or www.berkshire.nhs.uk

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of their assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils. DfE will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post-16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.
www.ofsted.gov.uk

The Chief Executive of **Skills Funding Agency** also administers the **Learning Records Service** which uses a minimum set of personal data to:

1. issue and maintain a Unique Learner Number (ULN) for pupils of 14 years and over and for those registering for post 14 qualifications.
2. create and offer a Personal Learning Record (PLR)
3. enable advice and guidance to be offered to the learner i.e. helping choose right course.
4. facilitate the processing of qualification awards by approved awarding organisations.

Further details can be found at www.learningrecordsservice.org.uk/privacynotice

The **Young Peoples Learning Agency (YPLA)** uses information about pupils for statistical purposes, to evaluate and develop education policy and monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCDA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The YPLA or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them. www.ypla.gov.uk

The **Qualifications and Curriculum Development Agency (QCDA)** and the **Joint Council for Qualifications (JCA)** uses information about pupils to administer the national curriculum assessments portfolio throughout the Key Stages. This includes both assessments required by statute and those that are optional. The results of these are passed on to DfE to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved. www.qca.org.uk and/or www.jcq.org.uk