

DATA PROTECTION FAIR PROCESSING NOTICE 2008/09

Aston Comprehensive School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing

This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. The data must only be used for specific purposes allowed by law.

From time to time, the school is required to pass on some of this data to the Local Authority (LA), the Department for Children, Schools and Families (DCSF) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trust (PCT) and organisations that require access to data in the Learner Registration System (LRS) as part of the Managing Information Across Partners (MIAP) programme.

All of the above are also known as data controllers for the information they receive. The following paragraphs explain their main purposes in respect of data handling and processing:

Local Authority (LA)

The Local Authority uses 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 educational needs the child may have. It also uses the information to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them.

www.rotherham.gov.uk

Data Protection Officer, Civic Building, Walker Place, Rotherham. S65 1UE

For pupils of 13 years and over, the school is legally required to pass on certain information to **Connexions** on request. This is the Governments’ support service for all young people aged 13 to 19 in England. The service now falls under the remit of the Local Authority and is therefore no longer a separate organisation as it used to be. The services provided now may be delivered via contracted partners or providers.

The information collected, includes the name and address of the pupil and parent and any further information relevant to the Connexions services’ role. However, parents or the 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 and address, then please contact the school in writing as soon as possible at: **Miss G Gibson, Assistant Headteacher.**

The LA and DCSF may supply to Connexions services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

Qualifications and Curriculum Authority (QCA)

The QCA uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DCSF 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

Data Protection Officer, QCA, 83 Piccadilly, London, 1J 8QA

Ofsted

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 Ofsted's 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.

www.ofsted.gov.uk

Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE

Learning and Skills Council (LSC)

The LSC 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 QCA) 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 LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

www.lsc.gov.uk

Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

The LSC also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at www.miap.gov.uk

LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record.

For pupils of 14 years and over and for pupils registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

Details of how an individual may opt-out of sharing achievement data in their learner record with those organisations detailed can be found at www.miap.gov.uk

Primary Care Trust (PCT)

The 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 PCT to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. The PCT may also provide individual schools and LAs with aggregate information on pupils' height and weight.

<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx>

Department of Health (DH)

The DH uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The

Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

www.dh.gov.uk

Data Protection Officer at Skipton House 80 London Road London SE1 6LH

Department for Children, Schools and Families (DCSF)

The DCSF 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. The DCSF will feed back to LA's and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

The DCSF, with the participation of the Local Authority, operates a database known as **Contact Point**. This is an online directory available to authorised staff who need it to carry out their jobs efficiently. It is designed to allow practitioners to find out who else is working with the child or young person, making it easier to deliver more coordinated support. Schools are under a statutory duty to pass onto ContactPoint certain information. This consists of basic information about the child or young person, the contact details of the school and the contact address and telephone numbers for the parents / carers with parental responsibility ¹, of the child or young person.

ContactPoint further information

Systems and Change Manager, 1st Floor, Norfolk House, Walker Place, Rotherham. S65 1AS

The DCSF 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.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression and to provide comprehensive information back to LA's and learning institutions to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys. These surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department 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 the Department's Chief Statistician.

The DCSF 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 the Department's Chief Statistician.

www.DCSF.gov.uk

Data Protection Officer, DCSF, Sanctuary Buildings, Great Smith Street, London. SW1P 3BT

1. All natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Additional third party learning providers

The Local Authority insists that third party providers offering products or services to learners operate a comprehensive and consistent standard approach to fulfilling the requirements of the Data Protection Act 1998. As with all learning provider products or services, the Act places the learner at the centre and seeks to ensure that their interests are paramount. All providers will work with partners and service delivery organisations to ensure that any necessary data sharing and processing is undertaken lawfully, appropriately and securely. Learning providers also request that all administrator users of their systems are fully aware of and comply with the appropriate data sharing and processing practices in respect of learner data accessible to them through administration websites and systems.

As you are probably aware all learning provider web-based systems and tools use secure Log-ins before learners can activate, create or edit any personal data. The log-in process also requires learner users to consent to the use of their basic information to share with partners to deliver services as described in the Privacy Policies which appear on providers' websites.

General right of access to personal information

Pupils, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them known as a 'subject access request'. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the school in writing: **Miss G Gibson, Deputy Headteacher.**

In order to fulfil our responsibilities under the Act, the school may, before responding to a request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Further information and guidance on the Data Protection Act 1998 generally, can be found on the Information Commissioner's website: **www.ico.gov.uk**