

Privacy Notice - Data Protection Act 1998 – for Secondary Schools

We, Desborough 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.

We are required by law to pass information to the Local Authority (LA), and DCSF for Children, Schools and Families (DCSF). Data is also sent to other agencies, as prescribed by law, such as the Contactpoint, Qualifications and Curriculum Authority (QCA), Joint Council for Qualifications (JCQ), Ofsted, the Learning and Skills Council, DCSF of Health (DH), Primary Care Trust (PCT). All these are data controllers for the information they receive.

If you want to see a copy of the information we hold and share about you then please contact Katrina Clark (Data Administrator) via e-mail – clark010@rbwm.org

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

- <http://www.rbwm.gov.uk>
- <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:

- Corporate Information and Compliance Manager
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 Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Tel: 0870 000 2288

email: info@dcsf.gsi.gov.uk
website: www.dcsf.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 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 all information held about children and young people in their area.

The **Local Authority (LA)** may also share information with other LA's. The information is used in such a way that individual children cannot be identified.

Where information is held by **DCSF (Children, Schools and Families)** they are the Data Controller for the purposes of the Data Protection Act.

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.

Pupil information may be matched with other data sources that DCSF holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. 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 DCSF and participation in such surveys is usually voluntary. DCSF 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 DCSF's Chief Statistician.

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 DCSF's Chief Statistician. DCSF'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 is also used for ContactPoint, which is an online directory available to authorised staff who need it to do their jobs, enabling the delivery of coordinated support for children and young people. It is vital to help safeguard children; and to ensure that the right agencies are involved at the right times so children do not slip through the net. Information about ContactPoint is available at www.dcsf.gov.uk/ecm/contactpoint and the link there to *Information for Young People, Parents and Carers* gives more information on what data is held.

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 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, address and date of birth then please inform the school Katrina Clark (Data Administrator).

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 DCSF 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:

DCSF of Health (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 to 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. DCSF of Health will also provide aggregate PCT level data to the Healthcare 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 and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by DCSF 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. 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. www.ofsted.gov.uk

The **Learning and Skills Council (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

The **Qualifications and Curriculum Authority (QCA)** 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 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 and/or www.jcq.org.uk