

## Data Protection Information

### How is the information held about my child protected?

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the **Data Protection Act 1998**. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

Toft Hill Primary School holds information on pupils in order to

- support their teaching and learning,
- monitor and report on their progress,
- provide appropriate pastoral care, and
- 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.

From time to time we are required to pass on some of this data to the Local Education Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DfE), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements. Local arrangements exist to transfer relevant information to primary health care services.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have and arrangements for the transport of pupils to and from school. 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 pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfE in order for it 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.

The **Department for Education** uses information about pupils for statistical purposes, to evaluate and develop education policy and to 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. The DfE

will feed back to LAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

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 to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

– the school at: Toft Hill Primary School, Toft Hill, Bishop Auckland, DL14 0JA

– the LA's Data Protection Officer at: The Education Department, County Hall, Durham, DH1 5UJ;

– the QCA's Data Protection Officer at: QCA, 83 Piccadilly, LONDON, W1J 8QA:

– the DfES's Data Protection Officer at: DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA

## The Freedom of Information Act (FOI) Act 2000

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the scheme or provide you with a copy free of charge.

### Access to Information

The school is very happy to share any information about the school and its Policies, provided it is not confidential. Copies of the Complaints Policy and the Reports and Minutes of the Governing Body are available at all times in school. Other policies are available on request.

### What can I do if I have a problem or wish to complain?

We work hard to ensure the smooth running of the school, and hope that parents feel any issues are dealt with promptly and fairly. If you have a query regarding your child please contact the class teacher who will deal with the matter promptly, or if unavailable (ie during registration/lesson time) will make an appointment to see you.

If it is a more serious matter which needs immediate attention then the Head Teacher or Deputy Head will listen sympathetically and endeavour to resolve your concerns.

There is also a [School Complaints Procedure](#) available from the Head Teacher.

# Data Protection Notice to Parents

We have been asked by the Local Authority to issue the following information to all parents.

Toft Hill Primary 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, and
- assess how well the school as a whole is doing.

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

From time to time the school is required to pass on some of this data to local authorities, 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 Trusts (PCT). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR).

It may be that, [during the period covered by this FPN], steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS. Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website [www.durham.gov.uk/dataprotection](http://www.durham.gov.uk/dataprotection) or for those pupils/parents where this is not practical, a hard copy can be obtained from the School Office.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained from [www.durham.gov.uk/dataprotection](http://www.durham.gov.uk/dataprotection) or a hard copy is available from the school office.