

JG/LH

2020

Dear Parent or Carer,

### **Data Check**

As you know the school's computer system contains the data on each pupil necessary for the efficient and effective care of all our pupils. It is extremely important that the data on the computer is accurate.

Please complete the Data Collection Form and return it to school in an envelope marked with your child's name.

All the data on the computer system is subject to the strict controls laid down by the General Data Protection Regulation (GDPR).

### **General Data Protection Regulation (GDPR).**

Schools, local education authorities and the Department for Education (DfE) all hold information on pupils in order to run the education system, and in doing so have to follow the General Data Protection Regulation. 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.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, to assess how well the school as whole is doing and to safeguard pupils. This information includes contact details, National Curriculum assessment results, attendance and behaviour 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 (LEA), to another school to which the pupil is transferring, to the Department for Education, to Ofsted, the Young People's Learning Agency, the Department of Health (DH), Primary Care Trusts (PCT), and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and The Young People's Service. 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. We also upload your data to in house platforms such as SIMS Capita, Parentmail and Parent Pay. As a school we have a general duty to share information with other agencies if we have safeguarding concerns.

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. 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 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 are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LEAs 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 General Data Protection Regulation, 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.

Separately from the General Data Protection Regulation, DfE regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right or if your child wishes to access their personal data, please contact us on the address above.

### **CCTV**

We use CCTV (Closed circuit television) in various areas around school. The General Data Protection Regulation, and Regulation of Investigatory Powers Act 2000 (RIPA) and CCTV Code of Practice issued by the Information Commissioner explains how CCTV systems should be used, so that we as a school and individuals within school can enjoy security and safety whilst ensuring that individual rights are upheld. By complying with the Code and endeavouring always to uphold good standards of practice we hope to realise this objective. The Information Commissioner's Office has been notified of our use of CCTV.

### **Providing information to The Young People's Service**

For pupils approaching or above age 13 the school is required to pass on information to the Young People's Service. This information includes the name and address of the pupil and parent, and any further information relevant to the Young People's Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment. However parents, or the pupil themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to the Young People's Service. If as a parent, or as a pupil aged 16 or over, you do not want the Young People's Service to receive from us information beyond name and address, then please contact the school within two weeks of receiving this note.

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to the Young People's Service rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfES may provide the Young People's Service with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that the Young People's Service should not receive information beyond name and address.

For further information please view our Privacy Notice located our Website. Paper copies are available on request.

Yours sincerely,



Mrs Griffiths  
Headteacher