

Privacy Notice - Data Protection Act 1998 – for Primary and Nursery Schools - 2013

We, **Burchetts Green CE Infant 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 pupils teaching and learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess how well the school is doing

This information includes pupils details including 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 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 hold and receive.

If you would like to see a copy of the information held please contact Burchetts Green CE Infant School office. There may be a charge for this.

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/web/ed_school_index.htm
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data>

If you are unable to access these websites, please contact the RBWM or the DfE

Data Protection Officer
Royal Borough of Windsor & 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

Telephone: 0370 000 2288
Website: www.education.gov.uk
Email: info@education.gsi.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 a 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 for target setting. 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. It also uses the information to provide funding to LA's/schools.

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 other statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies including Office for National Statistics, RAISEonLine, will use the data 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 individual pupils 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 on the educational achievements of pupils who have a legitimate need for it, 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'.

The school is the Data Controller for the purposes of the Data Protection Act. Pupils, as individual data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them.

Where pupils are too young (under 12) to do this themselves, parents can act on their behalf. If you wish to access the personal data which DfE hold about your or 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 links to the organisations as detailed below:

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

Berkshire Child Health Services (BCHS) 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. BCHS uses individual pupils details to provide parental/carer authorisation documents for immunisations, etc, and to inform parents/carers of results of the Heights & Weights measurements initiative. BCHS also maintain details of which schools pupils attend for a period designated by Department of Health. BCHS may also provide individual schools and LAs with aggregate information on pupils' height and weight. For further information please go to <http://www.berkshire.nhs.uk>

Ofsted uses information on the progress and performance of pupils to help inspectors evaluate schools and as part of their assessment into the effectiveness of education initiatives and policy within the school. Ofsted also uses information on the views of children and young people to inform children's services inspections in local authority (LA) areas. Inspection reports do not identify individual pupils. The Department for Education also provides 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 **Qualifications and Curriculum Development Authority (QCDA)** 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. These results are passed on to the DfE to compile statistics on trends and patterns in levels of achievement. The QCDA 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 **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. www.ypla.gov.uk

The **Qualifications and Curriculum Development Agency (QCA)** and the **Joint Council for Qualifications (JCQ)** 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

Berkshire Maestros uses the information about pupils to evaluate the effectiveness and uptake of additional musical tuition available to all pupils. These results are passed on to the DfE to compile statistics on trends and to formulate funding.