

## **FAIR PROCESSING NOTICE FOR SCHOOL CENSUS IN 2008/2009 LAYER ONE: SUMMARY**

Ratton 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 these 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.

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

The governing body of a maintained school in England is required by law to supply basic information to ContactPoint. ContactPoint is a directory that will help people who work with children to quickly find out who else is working with the same child, making it easier to deliver more coordinated support. The data we pass on only include the name and address of the child, contact details for the child's parents or carers (with parental responsibility) and the contact details of the school.

From time to time the school is also required to pass on some of the data to local authorities, the Department for Children, Schools and Families 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, Primary Care Trusts and organisations that require access to data in the Learner Registration System as part of the Managing Information Across Partners (MIAP) programme. 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.

Your attention is drawn to the more detailed Layer 2 of this Fair Processing Notice which gives supplementary information about the processing of pupil data by the organisations mentioned above. It has more detailed information about how the pupil data are processed and the rights of parents and pupils. This can be obtained from the School website [www.rattonschool.co.uk](http://www.rattonschool.co.uk) and a hard copy can be obtained from reception.

### **YOUR RIGHTS UNDER THE DATA PROTECTION ACT 1998**

Pupils and their parents or carers, 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 children have sufficient maturity to understand their rights and to make access requests 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 those of your child, then please contact the relevant organisation in writing. Further information about these organisations

can be found in the more detailed Layer 2 of this Fair Processing Notice available on the school website [www.rattonschool.co.uk](http://www.rattonschool.co.uk) Pupils or parents for whom this is not practical can request a paper copy from the school reception.

East Sussex County Council uses pupil information from the School Census for providing universal services such as Connexions services and the Youth Development Service. Connexions is the government's support service for young people aged 13 – 19 years in England. The Youth Development Service works with young people aged 11 – 19 years. The school is legally required to pass on certain information to Connexions service providers on request for young people aged 13 years and over. This information includes the name and address of the pupil and parent, and any further information relevant to the provision of Connexions services. However, because Connexions and the Youth Development Service share a common database to provide services, Connexions has access to information about children below 13 years of age. Parents, or the pupils themselves if aged 16 years 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 years 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.