

FAIR PROCESSING NOTICE

DATA PROTECTION ACT

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, and to 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. The school processes information on pupils in order to run the education system and in doing so has to comply with the Data Protection Act 1998.

We will not give information about any pupil to anyone outside the school without the appropriate consent unless the law and our rules permit it.

In order to administer the National curriculum tests we are required to pass on some of this data to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **QCA** 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. 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.

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, please contact the relevant organisation in writing.

In order to fulfil their responsibilities under the Act the QCA may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested. This is a formal procedure which is started in the first instance by contacting the school

Separately from the Data Protection Act, 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 you should write to the school.

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