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13 November 2017

Dear Parents

DATA PROTECTION ACT

We are legally required, under the Data Protection Act, to pass the following information on to you. In order that we fulfil our legal obligation I would ask you to sign and return the slip to confirm receipt of this letter.

Schools 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.

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 (where appropriate), attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

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

QCDA 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 DCSF in order to compile statistics on trends and patterns in levels of achievements. 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.

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 your child wishes to access the personal data, or you wish to do so on their behalf, this can be done through a subject access request.

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This is a formal procedure which is started in the first instance by contacting the school. If you believe the LEA, QCDA or DCSF holds personal data then the data protection officer for these organisations should be contacted to initiate a subject access request process.

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 they wish to exercise this right parents should write to the school.

Yours faithfully



Mr N Balchin
Interim Head

DATA PROTECTION ACT - CONSENT FORM

I / we confirm that I / we have received the letter with regard to the Data Protection Act.

Parent Name:

Child's Name

Signed:

Date: