

SOUTH GLOUCESTERSHIRE COUNCIL

The Ridings High School

Fair Processing Notice (Layer 1)

DATA PROTECTION ACT

This school complies with the Data Protection Act (1998) when processing information on pupils. To comply with the Data Protection Act (1998) this school must make sure its records are correct and may ask parents/guardians to cooperate in checking the accuracy of the information held.

The **school** holds information on pupils in order to:

- support their teaching and learning.
- monitor and report on their progress.
- provide appropriate pastoral care.
- assess how well the school is doing as a whole.

These records include contact details, National Curriculum assessment and examination results, attendance 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 Authority (LA) (South Gloucestershire Council)
- another school at which the pupil is receiving tuition or to which is transferring
- the Qualifications and Curriculum Authority (QCA)
- Ofsted
- the Learning Skills Council (LSC)
- the Department for Children, Schools and Families (DCSF)
- Department of Health (DH) and Primary Care Trusts (PCTs)
- organisations that require access to data in the Learner Registration System
- other agencies that are prescribed by law

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, during the period covered by this FPN, steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the

pupil data is processed and the rights of parents and pupils. Either can be obtained from the school's web site www.ridingshigh.org (a hard copy will be made available if requested).

Your Rights

Pupils have certain rights under the Data Protection Act, including a general right of access to personal information held on them. Parents can exercise this right on their behalf if pupils are too young to do so themselves.

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is acknowledged that most children will have sufficient understanding by the age of 12. We would therefore encourage you to discuss this notice with your child if they are aged 12 or over.

Separately from the Data Protection Act, regulations entitle a pupil's parent (regardless of the age of the pupil) to view, or to have a copy of, their child's educational record at this school. If you wish to exercise this right you should write to the Headteacher.

Secondary Age Children Only

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents, or the pupils themselves if aged 16 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 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 (Mr R C Evans) within 28 days of receiving this note. Unless you notify the school that you wish to opt out within the 28 day period, information will be passed to the Connexions providers upon request.

The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. The LSC is responsible for the development and operation of the Learner Registration System (LRS) and also the creation of a learner record.

For pupils of 14 years and over and for pupils registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at www.miap.gov.uk to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

Details of how an individual may opt-out of sharing achievement data in their learner record with these organisations can also be found at www.miap.gov.uk.