



# DUNCOMBE PRIMARY SCHOOL DATA PROTECTION POLICY 2017

**Reviewed By: Governors Finance Committee**

**Review Date: February 6<sup>th</sup> 2017**

**Next Review Date: February 2018**

## DATA PROTECTION ACT

The Data Protection Act controls how your personal information is used by organisations, businesses or the government.

Everyone who is responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- Used fairly and lawfully.
- Used for limited, specifically stated purposes.
- Used in a way that is adequate, relevant and not excessive.
- Accurate.
- Kept for no longer than is absolutely necessary.
- Handled according to people's data protection rights.
- Kept safe and secure.
- Not transferred outside the UK without adequate protection.

There is stronger legal protection for more sensitive information, such as:

- Ethnic background.
- Political opinions.
- Religious beliefs.
- Health.
- Sexual Health.
- Criminal records.

Schools, Local Authorities (LAs), the Department for Education and Skills (DFE), the government department which deals with education and Ofsted all process information on pupils in order to run the education system and in doing so have to comply with 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 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 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. From time to time schools are required to pass on some of this data to LAs, the DFE and to agencies, such as Ofsted, that are prescribed by law.

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil 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 set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Department for Education** (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. The DFE will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school. The DFE will also provide Ofsted with pupil level 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 aid the preparation of learning plans.

The **DFE** uses information about pupils to administer the National Curriculum tests and assessments for Year 1, Key Stages 1 and 2. The results of these are used to compile statistics on trends and patterns in levels of achievement. The DFE uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements and to ensure that these are continually improved.

**Ofsted** uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DFE may also use contact details from these sources to obtain samples for statistical surveys; these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) 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 individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DFE may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing:

- The school at Sussex Way, Islington N19 4JA.
- The LEA's Data Protection Officer, Sinead Mulready, Town Hall, London Borough of Islington, Upper Street, Islington N1 2UD.

- The QCA's Data Protection Officer, QCA, 83 Piccadilly, London W1J 8QA.
- Ofsted's Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE.
- LSC's Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire, CV1 2WT.
- The DfES's Data Protection Officer, DfES, Caxton House, Tothill Street, London SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

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:

**Duncombe Primary School  
Sussex Way  
Islington  
London N19 4JA**

We must respond to your request within 40 calendar days. However, this period will not start until:

- a) We are satisfied about your identity.
- b) You have provided enough detail to locate the information you are seeking.
- c) You have provided £10.00 fee (the current statutory maximum under the Data Protection Act 1998).

If you are unhappy with our response your response letter will contain full details of how you can make an appeal. It will also provide details of how you can make a complaint if you are unhappy with how your request has been handled.

**POLICY DOCUMENT STATUS**

Date of Policy Creation	October 2014	Named Responsibility	Linda Marzolini & Michael Holloway
Date of Review Completion	February 2017	Named Responsibility	Governors
Inception of New Policy		Named Responsibility	Linda Marzolini & Michael Holloway
Date of Policy Adoption By Governing Body			

