

Lostock Hall CPS

Data Protection Policy

How we take care of and use your personal information

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold 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, 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, 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 Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education 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 assess the performance of schools and sets targets for them. The statistics are used in such a way that individual pupils cannot be identified from them. The LEA, in turn, may be required to share data with, for example, connexions, health, social services, Learning Skills Council (LSC) for the purpose of educational development and issuing of grants and benefits.

The Council (LEA) is also under a duty to protect the public funds that it administers and, to this end, may also use the information that you have provided within the council for:

- The prevention & detection of fraud
- To support national fraud initiatives; this may include your information being used in data matching exercises

The Council (LEA) may also share this information with other bodies administering or in receipt of public funds solely for this purpose.

There may be times when we will be required to disclose information by law for the purposes of preventing or detecting crime, dealing with truancy or protecting children from harm.

The **Qualification and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stage 1 to 2. The result of these is passed on to the DfES in order for it to compile statistics on trends and patterns in level 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.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feedback to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government Departments or agencies strictly for statistical or research purposes only.

Occasionally we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce. From time to time schools are visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils can often appear in these images, which in turn may appear in local or national newspapers, or on televised news programmes. To comply with the Data Protection Act 1998, we would seek parent's permission before using any photographs, of the children involved.

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, and then please contact the relevant organization in writing:

- The school at **Lostock Hall Community Primary School**
- the LEA's Information Manage Officer at County Hall, Preston
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.