

PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units



Privacy Notice - Data Protection Act 1998

Brookside Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from your child's previous school. We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well our school is doing.

This information includes contact details, national curriculum assessment results, attendance information ^A, characteristics such as ethnic group, special educational needs and any relevant medical information.

If you want to see a copy of the information we hold and share about your child, please contact the school office on:

- Tel: 01509 820001
- Email: office@brookside.notts.sch.uk

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF - which also has responsibility for ContactPoint **1** - see below) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), and Primary Care Trusts (PCT). All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The Children Act 2004 Information Database (England) Regulations 2007 requires maintained schools to supply basic contact information to ContactPoint.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child 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 children cannot be identified from

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

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them. The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

www.nottinghamshire.gov.uk

Data Protection Officer, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7QP.

The **Qualifications and Curriculum Authority (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.

www.qca.org.uk

Data Protection Officer, QCA, 83 Piccadilly, LONDON, W1J 8QA;

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. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils.

www.ofsted.gov.uk

Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE;

The **Learning and Skills Council (LSC)** uses information about pupils for statistical purposes, to evaluate and develop education policy and 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. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

www.lsc.gov.uk

Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx>

Nottingham City PCT,
1 Standard Court,

Bassetlaw PCT,
Retford Hospital,

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Park Row,
Nottingham,
Nottinghamshire,
NG1 6GN

North Road,
Retford,
Nottinghamshire,
DN22 7XF

The **Department of Health (DH)** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

www.dh.gov.uk

The **Department for Children, Schools and Families (DCSF)** 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 DCSF 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.

DCSF, with the participation of LAs, operates the database known as ContactPoint. ContactPoint is an online directory available to authorised staff designed to allow practitioners to find out who else is working with the child or young person, making it easier to deliver more coordinated support. Schools are under a statutory duty to pass onto ContactPoint certain information. This consists of basic information about the child or young person, the contact details of the school and the contact address and telephone numbers for the parents/carers with parental responsibility **1**, of the child or young person.

1 All natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law

The DCSF will also provide Ofsted with pupil data for use in school inspection. 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 DCSF 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.

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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 DCSF 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.

www.DCSF.gov.uk

Data Protection Officer, DCSF, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- www.nottinghamshire.gov.uk
- www.teachernet.gov.uk

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- **Nottinghamshire County Council
Children and Young People's Services**
County Hall
West Bridgford
Nottingham
NG2 7QP
Tel: 0115 982 3823
Fax: 0115 981 2824
E-mail: communications.cyp@nottscc.gov.uk
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsgsi.gov.uk
tel: 0870 000 2288.