

CROFTON ACADEMY
FAIR PROCESSING NOTICE 2013
LAYER TWO

This notice gives additional information to the notice sent to you and provides further information about the processing of pupils' personal data by the other organisations mentioned in that notice.

Crofton Academy processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

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

The data collected, stored and processed includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to: the Local Authority (LA)¹, the Department for Education (DfE)², and its agencies that are prescribed by law, such as the Standards and Testing Agency³, Ofsted⁴, the Skills Funding Agency⁵, Education Funding Agency⁶, the Department of Health (DH)⁷ and other appropriate local health authority trusts as well as organisations that require access to data in the Learner Registration System as part of the Managing Information Across Partners (MIAP) programme and Connexions. All these organisations are data controllers in respect of the data they receive and are subject to the same legal restraints in how they deal with data.

¹The **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. *The LA may share Year Five pupil information, on request, with secondary schools within the LA area for the purpose of providing the child with information about what the schools can offer to best cover that child's educational needs. If you do not wish your child's information to be shared with other schools please contact the LA Data Protection Officer.* 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 them. **Contact:** The Data Protection Officer, Wakefield MDC, Room 51, County Hall, Bond Street, Wakefield, WF1 2QW; www.wakefield.gov.uk

²The **Department for Education** 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 Local Authorities 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 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 to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the DfE 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 DfE and participation in such surveys is usually voluntary. The DfE 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. **Contact:** Data Protection Officer, The Department for Education, Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ; www.dfe.gov.uk

³The **Standards and Testing Agency** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. It is the executive agency of the Department for Education now responsible for the development and delivery of all statutory assessments from early years to the end of key stage 3. This work was previously carried out by the Qualifications and Curriculum Development Agency, which ceased its final remaining functions in March 2012. **Contact:** The Standards and Testing Agency, The Department for Education, 53-55 Butts Road, Earlsdon Park, Coventry, CV1 3BH; www.education.gov.uk

⁴**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 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. **Contact:** Ofsted, Alexandra House, 33 Kingsway, London WC2B 6SE; www.ofsted.gov.uk

⁵The **Skills Funding Agency** is a partner organisation of the Department for Business, Innovation and Skills (BIS). They may use data provided to assist their role in funding and promoting adult further education (FE) and skills training in England, including traineeships and apprenticeships in order to support economic growth. **Contact:** Skills Funding Agency, Cheylesmore House, Quinton Road, Coventry, CV1 2WT; <http://skillsfundingagency.bis.gov.uk>

⁶**Education Funding Agency** is the Department for Education's delivery agency for funding and compliance. The Agency provides revenue and capital funding for education for learners between the ages of 3 and 19, or the ages of 3 and 25 for those with learning difficulties and disabilities, they also support the delivery of building and maintenance programmes for schools, academies, free schools and sixth-form colleges. **Contact:** Education Funding Agency, 2 St Paul's Place, 125 Norfolk Street, Sheffield, S1 2FJ; academyquestions@efa.education.gov.uk

⁷The **Department of Health and other appropriate local health authority trusts** 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 is also shared with the local health trusts in order to administer pupil immunisations. **Contact:** Wakefield Health Authority, White Rose House, West Parade, Wakefield, West Yorkshire, WF1 1LT / Data Protection Officer at Department of Health, Skipton House, 80 London Road, London, SE1 6LH; www.dh.gov.uk
<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx>

A copy of this Fair Processing Notice is available in hard copy from school.

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