



## Data Protection Act 1998

### Privacy Notice to Parents

Academies, the Department for Education (DfE), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), OfSTED and the Young People's Learning Agency (YPLA) all process information on students in order to run the education system and Department of Health (DH) and Primary Care Trusts (PCTs) process information on students in order to tackle the year on year rise in obesity among children, and in doing so have to comply with the Data Protection Act 1998. This means, among other things that the data held about students 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 to.

Ashcroft Technology Academy holds information on students 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 Academy 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 Local Authorities (LA), the DfE and to agencies that are prescribed by law, such as QCA, OfSTED, YPLA, DH and PCTs.

The **Qualification and Curriculum Authority** uses information about students to administer national curriculum assessments 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 the DfE 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.

**OfSTED** uses information about the progress and performance of students 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 students.

The **Young People's Learning Agency** uses information about students 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 QCA) are used in such a way that individual students 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 YPLA or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

The **Department of Health** uses aggregate information (at school year group level) about students' height and weight for research and statistical purposes to inform, influence and improve health policy and to monitor the performance of the health services as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about students 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 DH will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

**Primary Care Trusts** use information about students 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 students cannot be identified from them. Information on the height and weight of individual students may however be provided of the child and their parents and this will require the PCTs to maintain details students' names for this purpose. PCTs may also provide individual schools with aggregate information on students' height and weight.

The **Department for Education** uses information about students 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 students for a variety of purposes that will include data checking exercises, use in self evaluation analysis and where information is missing because it was not passed on by a former school.

Under the Children Act 2004 the Secretary of State may require information for inclusion on the Information Sharing (IS) Index. The purposes of the index are to:

- help practitioners working with children quickly identify a child with whom they have contact;
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled;
- enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child;
- encourage better communication and closer working between practitioners.

The index will hold for each child or young person in England:

- basic identifying information: name, address, gender, date of birth and a unique identifying number based on the existing Unique Identifying Number/National Insurance Number;
- basic identifying information about the child's parent or carer;
- contact details for services involved with the child: as a minimum school and GP practice but also other services where appropriate;
- the facility for practitioners to indicate to others that they have information to share, are taking action or have undertaken a common assessment in relation to a child.

The index will **not** record statements of a child's needs, academic performance, attendance or clinical observations about a child.

All practitioners and system support staff will have to have relevant training and to have undergone rigorous checks and appropriate security clearance procedures. To ensure high standards of accuracy information on the IS Index will be drawn from a number of sources including the Termly School census from which, from January 2007, students' home address will be collected.

The DfE will also provide OfSTED with student data for use in school inspection. Where relevant, student 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.

Student information may be matched with other data sources that the DfE holds in order to model and monitor students' 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.

Student 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 DfE's Chief Statistician.

The DfE may also disclose individual student information to independent researchers into the educational achievements of students 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 DfE's Chief Statistician.

Students, 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:

**Ashcroft Technology Academy**

Principal

100 West Hill  
London SW15 2UT

**QCA**

Data Protection Officer

83 Piccadilly  
London W1J 8QA

**OfSTED**

Data Protection Officer

Alexandra House  
33 Kingsway  
London WC2B 6SE

**YPLA**

Data Protection Officer

Cheylesmore House  
Quinton Road  
Coventry  
Warwickshire CV1 2WT

**DfE**

Data Protection Officer

Caxton House  
Tothill Street  
London S1H 9NA

**DH**

Data Protection Officer

Skipton House  
80 London Road  
London SE1 6LH

**PCT**

Your local PCT

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

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

### **Providing Information To Connexions Services Providers And The Right To Opt Out**

Connexions is the government's support service for all for all young people aged 13 to 19 in England. It also provides support up to the age of 25 for young people who have learning difficulties or disabilities (or both).

Connexions brings together all the services and support young people need during their teenage years offering differentiated and integrated support to young people through Personal Advisers (PAs). For some young people this may be just for careers advice, for others it may involve more in-depth support to help identify barriers to learning and find solutions brokering access to more specialist support, of drug abuse, sexual health and homelessness. PAs work in a range of settings including schools, colleges, one-stop shops community centres and on an outreach basis.

For students of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. This information includes the name and address of the student and parent, and any further information relevant to the role of the Connexions Services. However parents, or the students themselves if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Connexions. If as a parent, or as a student aged 16 or over, you do not want Connexions to receive from the school information beyond name and address, then please contact the school within **28 days** of receiving this document. If you do not notify the school that you wish to exercise your right to opt out, after the 28 day period has elapsed information will be passed information will be passed to Connexions providers upon request.

The DfE may supply to Connexions services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.