

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Handsworth Grange Community Sports College** are the Data Controller for the purposes of the Data Protection Act. We have an obligation under the Data Protection Act to let you know as Parent/Carer what information we at the school and others hold about you and your child(ren), and this Privacy Notice is designed to do this.

We collect information from you and may receive information about you from previous school(s) and the Learning Records Service (LRS). We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact: **Mr S Wild**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.sheffield.gov.uk> ² and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

² Local Authority to provide link to their website with info on uses they make of data and any other organisations they share data with such as Connexions. Ideally they should also provide an address where parents without internet access can write for information.

- **First Point, Sheffield City Council, Howden House, 1 Union Street, Sheffield, S1 2SH**

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

From time to time the school is also required to pass on some of this data to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), JCQ (including the AQA, CCEA, Edexcel, OCR & WJEC Examination Boards and the National Assessment Agency), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and the Connexions Service. The data is also shared with Capita (provider of our Management Information System), Schoolcomms (provider of our Texting Service) and Civica UK Limited (provider of our Learning Platform and Gateway). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

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;**

Learner Registration System (LRS) (secondary schools only). The Managing Information Across Partners (MIAP) Programme has responsibility for the development and operation of the LRS and creation of a learner record. For pupils of 14 years and over and for pupils registering for post-14 qualifications, we will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to MIAP to create and maintain a learner record. The LRS will enable organisations allowed by law and detailed at www.miap.gov.uk to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations. Details of how an individual may opt-out of sharing achievement data in their learner record with those organisations can also be found at www.miap.gov.uk

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>

www.sheffield.gov.uk **Data Protection and Security Officer, Sheffield City Council,
Corporate Resources, PO Box 1283, Sheffield, S1 1UJ**

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 **Data Protection Officer, Skipton House, 80 London Road,
London, SE1 6LH**

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform **Mr S Wild** if you wish to opt-out of this arrangement. For more information about Connexions please go to the LA website shown above.