

24th September 2008

Dear Parents

Please find overleaf an information sheet regarding data protection and the fair processing of information. In order to meet the requirements of the Data Protection Act 1998 all schools must now issue a Fair Processing Notice to all pupils and parents which summarises the information held about pupils, why it is held and whom it may be passed to.

In consultation with the Information Commissioner it has been suggested that the Fair Processing Notice is broken down into two layers. Layer one is overleaf and layer two, which is in more detail, will appear on the local authority website or is available as a hard copy from the school on request.

Yours sincerely

Andy Yeoman
Headteacher

Re: Fair Processing Notice – Data Protection Act

Swanmore Primary School 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 their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information and 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 local authorities, the Department for Children, Schools and Families (DCSF), 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), Primary Care Trusts (PCT). 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.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website:

<http://www.hants.gov.uk/education/schools/dataprotection/fairprocessing.php>

or for those pupils/parents where this is not practical, a hard copy can be obtained from the School.

Layer 2 of this Fair Processing Notice gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed, and the rights of parents and pupils. This information can be obtained by either contacting the school or by looking at the above website.