

PRIVACY NOTICE – SCHOOL CENSUS

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

Suffolk One processes personal data about its students 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 students' 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 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 the school is required to pass on some of this data to local authorities, the Department for Education (DfE) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Young People's Learning Agency (YPLA) the Department of Health (DH), Primary Care Trusts (PCT) and organisations that require access to data in the Learner Registration System as part of the LRS (Learning Record Service) programme. All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

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 them. Further information can be obtained from the Authority's website at www.suffolk.gov.uk/EducationAndLearning/Schools/

The **Qualifications and Curriculum Authority (QCA)** uses information about students 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 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. 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 students. www.ofsted.gov.uk **Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE;**

The **Young People's Learning Agency (YPLA)** uses information about students 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 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. www.ypla.gov.uk **Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT**

Learner Records Service (LRS). The YPLA is responsible for the development and operation of the Learner Records Service (LRS) and also the creation of a learner record. For students of 14 years and over and for students registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to create and maintain a learner record.

The Learner Records Service 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 is available at

www.learningrecordsservice.org.uk Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

Primary Care Trusts (PCT) 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 to the child and its parents and this will require the PCTs to maintain details of students' 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 students' height and weight.

www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx

The **Department of Health (DH)** 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 service 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 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 at Skipton House 80 London Road London SE1 6LH;

The **Department for Education (DfE)** 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

analyses and where information is missing because it was not passed on by a former school.

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 Department 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 Department and participation in such surveys is usually voluntary. The Department 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 Department'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 Department's Chief Statistician. www.education.gov.uk Data Protection Officer, Department for Education, Sanctuary Buildings, Great Smith Street, LONDON, SW1Y 3BT

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. For students of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the student and parent, and any further information relevant to the Connexions services' role. 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 wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

The LA and 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. Information for Suffolk Connexions is available at www.connexionsuffolk.org.uk