

Privacy Notice - Data Protection Act 1998

We St Bede's RC High School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. 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 information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) 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 information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Miss J Taylor.

1 Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes. PN1-DfE (2011-07) 2

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:

Local authority: http://cms.intra.blackburn.gov.uk/upload/pdf/Privacy_Notice.pdf

and for DfE:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- IT Help Desk, Blackburn with Darwen Borough Council
Email: ICTHelpdesk@blackburn.gov.uk Tel: 01254 585279

☐ Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role. However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Miss Jacqueline Taylor if this is what you or your parents wish.

For more information about young peoples' services, please go to the Direct.gov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.

Privacy Notice (2)

The 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. The school processes this data in order to support pupils’ teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. Under the requirements of the Act, we have a duty to tell you about the types of data held, why that data is held, and to whom it may be passed on.

This information includes contact details, National Curriculum assessment results and non- statutory assessments, 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 some of this data to the Local Authority (LAs), to another school to which the pupil is transferring, to the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Councils (LSC), the Department of Health (DH), Primary Care Trusts (PCTs), and organisations that require access to data in the Learner Registration Scheme as part of the MIAP (Managing Information Across Partners) Programme. 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.

www.stbedesblackburn.com

St Bede’s RC High School, Green Lane, Blackburn BB2 4SR

The Local Authority (LA) – Blackburn with Darwen

The Local Authority 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 education 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.

Post 16 Learning Institutions

In Blackburn with Darwen the majority of young people change setting following completion of their compulsory school education. Blackburn with Darwen Borough Children’s Services Department holds a range of information on individual young people. Sharing of information with partners delivering post 16 learning opportunities allows these providers to better respond to the learner’s needs. As a consequence, where relevant, pupil information may 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.

Information may also be shared with some third party organisations where they are processing information on behalf of the Council in their capacity as Data Processors.

QCA – Qualifications and Curriculum Authority

The Qualifications and Curriculum Authority 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 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.

www.qca.org.uk

Data Protection Officer, QCA, 83 Piccadilly, London W1J 8QA

Ofsted

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

The Skills Funding Agency

The Skills Funding Agency uses information about pupils 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 the QCA) are used in such a way that individual pupils 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 SFA or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

<https://www.gov.uk/government/organisations/skills-funding-agency>

Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

The Learner Records Service

The Skills Funding Agency (SFA) also administers the Learners Records Service (LRS) on behalf of the LRS membership. More information about LRS membership can be found at <https://idp.lrs.imservices.org.uk/> or if a hard copy is required please contact the Skills Funding Agency (address above).

The SFA is responsible for the development and operation of the Learner Registration System (LRS) and also the creation of a learner record.

For pupils of 14 years and over and for pupils 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 the LRS to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at <https://idp.lrs.imservices.org.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 detailed at <https://idp.lrs.imservices.org.uk/>

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Clinical Commissioning Group

Clinical Commissioning Group 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 CCGs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. CCGs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

www.nhs.uk

Data Protection Officer, NHS England, PO Box 16738, Redditch, B97 9PT

The Department of Health

The Department of Health 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 CCG 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 CCG 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

DfE – Department for Education (DfE)

The Department for Education (DfE) uses information about pupils for statistical purposes, for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. DfE will feed back to the LAs 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 Department 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 Department and participation in such surveys is usually voluntary. The Department 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.

www.dfe.gov.uk

Data Protection Officer, DFE, Sanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT

SISRA Limited

SISRA Limited: The School may send information about learners to a third party organisation called SISRA Limited for the provision of software products delivered over the internet. The information required by SISRA Limited includes the pupil first name, surname, gender, ethnicity, SEN code and other factors such as "Free School Meals", "Gifted & Talented" and "Children in Care". SISRA's services are valuable in helping educational organisations to monitor and improve the quality of education they provide by allowing them to analyse student, class and subject performance in great depth.

<https://www.sisra.com>

Data Protection Officer, SISRA Limited, Egerton House, 2 Tower Road, Birkenhead, Merseyside. CH41 1FN.

Exam Boards

Exam boards collect personal data for the purposes of administering examinations, supporting teachers and providing services to exam centres. The school must provide information such as your Unique Learner Number (ULN) in order to register students for exams.

Edexcel

<http://qualifications.pearson.com/en/home.html>

Data Protection Officer, Pearson, 80 Strand, London, WC2R 0RL

OCR

www.ocr.org.uk

Data Protection Officer, 1 Hills Road, Cambridge, Cambridgeshire, CB1 2EU

WJEC

www.wjec.co.uk

Data Protection: email: info@wjec.co.uk

AQA

<http://www.aqa.org.uk/>

Chief Operating Officer, AQA, Devas Street, Manchester, M15 6EX

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

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) 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 me, the Headteacher, at the school address above.

Providing information to Careers and Enterprise Company services providers and the right to opt out

For pupils aged 13 or above, the school is legally required to pass on certain information to Careers and Enterprise Company services providers on request. Careers and Enterprise Company 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 pupil and parent, and any further information relevant to the Careers and Enterprise Company services' role, which is to support young people, helping them to achieve their potential and to realise benefits from education and training.

However, parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed onto Careers and Enterprise Company. If as a parent, or as a pupil aged 16 or over, you wish to opt out and do not want Careers and Enterprise Company to receive from the school information beyond name and address, then please return the attached form to me, the Headteacher, within 28 days of receiving this letter. 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 to Careers and Enterprise Company providers upon request.

Since for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to Careers and Enterprise Company rests with the pupil rather than the parent, it is particularly important that you share this letter with your child if they are of this age.

The LA and DfE may supply to Careers and Enterprise Company services providers information which they have about your child, but will not pass on any information they have received from the school if you (or your child if aged 16 or over) has indicated in the attached form that Careers and Enterprise Company should not receive information beyond name and address.

<https://www.careersandenterprise.co.uk/>

Data Protection Officer, Careers and Enterprise Company, First Floor, Parchment House, 13 Northburgh Street, London, EC1V 0JP