

## **DATA PROTECTION ACT – COMPUTER STORED INFORMATION**

The school's computerised database enables us to access information relating to all our pupils.

The information stored on the system is similar in content to that contained in the school admission register and on the pupils' personal record cards. It will be used to assist the school in the management of personal and academic records and will be treated confidentially by those members of staff who have a legitimate right to use it. Access to the data will be governed by a series of computer passwords known only to those authorised by the Headteacher.

The type of personal information required by the school and stored on the computer may include:-

1. The name, date of birth, address and telephone number of the child.
2. The names of his/her parents or guardians.
3. A record of two emergency contact names and telephone numbers.
4. The child's religion (if any).
5. The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school.
6. The type of mid-day meal taken.
7. The method of travel to school.
8. Ethnic group and language spoken at home.

Much of this information is contained on the school admission form, which all parents are asked to complete when registering their child for school. In order that data can be kept up-to-date and accurate, parents are requested to ensure that any change in their child's personal details are made known to the school as soon as they occur. It is envisaged that for statistical purposes, data will be stored for a maximum of five years after the child has left the school. The majority of information will, however, be destroyed within two years of the child leaving. (Copies of letters sent to parents regarding pupil behaviour are destroyed when the pupil leaves school)

The type of academic data to be stored on computer will include details of the child's class registration group, the results of national curriculum assessments, teacher assessments and other standardised testing.

As a registered data user, the school will take every precaution to ensure that pupil data stored on computer will be held and used only for specified and lawful purposes and will not be disclosed in any manner incompatible with those purposes. Any parent wishing to examine the data related to their child, should apply to the Headteacher for access.

### **Additionally:**

### **Information about pupils in schools.**

#### **Data Protection Act 1998: How we use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- The School Office staff
- We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).
- DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.
- Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.
- For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>
- For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://new.lancashire.gov.uk/council/transparency/access-to-information.aspx>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>