

Dear Parent/Guardian/Student

FAIR PROCESSING NOTICE

Adeyfield School 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 data includes contact details, national curriculum assessment results, attendance information, 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), ContactPoint ¹, organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme, Connexions (see below) and Aimhigher. The School also shares information with our partner schools and college in the West Dacorum Partnership for Learning. As well as other institutions which are involved in collaborative delivery. 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 Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, [during the period covered by this FPN], steps will be taken to enable the DCSF to match individual student information with higher and further education attainment data held by the DIUS.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Students, 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

¹ ContactPoint is a directory that will help people who work with children and you people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support

themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

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 write to the School within 28 days of receiving this letter. If you do not notify the School that you wish to exercise your right to opt-out, information will be passed to Connexion providers upon request.

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 in the Layer 2 fair processing notice on the following website www.adeyfieldschool.org or for those where this is not practical, a hard copy can be obtained from the school office.

Yours sincerely

Mr Peter Hepburn
Headteacher