



Data Privacy Notice - Data Protection Act 1998

This Notice refers to the types of data held, why that data is held, and to whom it may be passed on.

Schools, local authorities (LAs) and the Department for Education (DfE) all hold information on students in order to run the education system, and in doing so have to follow the Data Protection Act 1998.

Sackville School is the Data Controller for the purposes of the Data Protection Act. The school collects information from parents and students, and may receive information about students from previous schools and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well our school 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. 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 students have undertaken.

We will not give information about students to anyone outside the school without the family's consent unless the law and our rules allow us to.

Data for the LA and DfE

The Local Authority uses information about students to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the student 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 students cannot be identified from them.

The Department for Education uses information about students 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 students cannot be identified from them. The DfE will feed back to LAs and schools information about their students where they are lacking this information because it was not passed on by a former school.

If parents want to see a copy of the information we hold and/or share about their child they should please contact the school.

If parents require more information about how the LA and/or DfE store and use your information, then please go to the following websites:

https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/management_info__services/performance_team/guidance_notes_and_information/privacy_notice.aspx

and/or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- the LA's Data Protection Officer, Learning Children's Services West Sussex County Council County Hall Chichester, PO19 1RF
- 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> Tel: 0370 000 2288.

Data for other educational bodies

From time to time we are required to pass on some of this data to the Joint Council for Qualifications (JCQ) regarding access arrangements and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The Qualifications and Curriculum Authority uses information about students to administer the National Curriculum tests and assessments for Key Stages 1 and 2. The results of these are passed on to DfE in order for it 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.

The Joint Council for Qualifications uses information about students for access arrangements for examinations. Access arrangements are applied for electronically via the Access arrangements online system and data is shared with a number of organisations. These organisations are the participating awarding bodies (currently AQA, Edexcel, OCR and WJEC) and the National Assessment Agency (NAA). The application is processed in line with common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ)

On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. Students, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to

do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the relevant organisation in writing:

- the school at Lewes Road, East Grinstead, West Sussex, RH19 3TY
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;

Please note that all rights under the Data Protection Act to do with information about a child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12.

Charging for information requested:

| Number of pages | Maximum fee | Number of pages | Maximum fee |
|------------------------|--------------------|------------------------|--------------------|
| 1-19 | £1 | 100-149 | £10 |
| 20-29 | £2 | 150-199 | £15 |
| 30-39 | £3 | 200-249 | £20 |
| 40-49 | £4 | 250-299 | £25 |
| 50-59 | £5 | 300-349 | £30 |
| 60-69 | £6 | 350-399 | £35 |
| 70-79 | £7 | 400-449 | £40 |
| 80-89 | £8 | 500+ | £50 |
| 90-99 | | £9 | |

DfE regulations

Separately from the Data Protection Act, DfE regulations provide a student's parent/carer (regardless of the age of the student) with the right to view, or to have a copy of, their child's educational record at the school.

If you wish to exercise this right you should write to the school.

Reviewed N Feist Spring 2014

To be reviewed Spring 2016