

## **PRIVACY NOTICE – Full Length Version**

### ***Pupils in Schools, Alternative Provision & Pupil Referral Units and Children in Early Years Settings***

#### **EVERYTHING A PARENT/CARER NEEDS TO KNOW ABOUT DATA HELD ABOUT THEIR CHILD**

Dear Parent/Carer

Northamptonshire County Council (NCC) has an obligation under the Data Protection Act to inform you what information about your child is held by the school and other authorised agencies. This Privacy Notice explains who these agencies are and what pupil data is shared with them. It also explains what pupil data is used for and with whom the pupil data may be shared under the Data Protection Act.

Above all, we want to assure parents/carers that any data exchanges under the Privacy Notice are always across secure networks

---

#### **Schools**

Schools hold and process information on pupils in order to support their 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. This information includes the child's and the parent's contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs, predominant mode of travel to our school and any important medical information.

From time to time schools are required to pass on some of this data to NCC, the Department for Education (DfE) and agencies that are authorised by law. All of these agencies are data controllers for the information they receive and the data must only be used for specific purposes permitted by law.

Schools collect and record information on pupils' ethnic background, religion, first language, disability and mode of transport to school. This information is used to compile statistics on school careers and experiences of children from different backgrounds to help ensure that all children have the fullest opportunity to achieve their potential. These statistics do not permit individual children to be identified publicly and the information will not be used for any other purpose by the school.

#### **Academies**

Academies have the option to sign up to individual data exchange agreements with NCC. At the time of writing, all academies in Northamptonshire have agreed to share their data with NCC and the agencies listed in this Privacy Notice.

#### **Northamptonshire County Council**

Northamptonshire County Council (NCC) uses information about children for whom it provides services to carry out specific functions for which it is responsible. These services include the assessment of any special educational needs that the child may have and any forward planning. It also uses the information to derive statistics to inform decisions on school funding, assess school performance and target setting. Pupil data is exchanged through safe data transfer mechanisms and is usually aggregated pupil data, meaning that individual pupils cannot be identified. NCC may use individual, group or global data as appropriate to carry out its functions.

#### **Department for Education**

The Department for Education (DfE) uses information about pupils 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 local authorities 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 DfE holds in order to model and monitor pupils' educational progression and to provide comprehensive information back to local authorities 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 DfE and participation in such surveys is usually voluntary. The DfE 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 DfE'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 DfE's Chief Statistician. The DfE website is [www.education.gov.uk](http://www.education.gov.uk)

#### **Qualifications and Curriculum Development Agency**

The Qualifications and Curriculum Development Agency (QCDA) 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 the Department for Education to compile statistics on trends and patterns in levels of achievement. The QCDA 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 QCDA website address is [www.qcda.gov.uk](http://www.qcda.gov.uk)

#### **Skills Funding Agency**

The Chief Executive of the Skills Funding Agency uses information about pupils aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes in order to evaluate and develop education policy and monitor the performance of the education service as a whole. The Skills Funding Agency website is [www.skillsfundingagency.bis.gov.uk](http://www.skillsfundingagency.bis.gov.uk)

The Skills Funding Agency also administers the Learning Records Service which uses a minimum set of personal data to issue and maintain a Unique Learner Number (ULN) for pupils of aged 14 and over and for those registering for post-14 qualifications, create and offer a Personal Learning Record (PLR), enable advice and guidance to be offered to the learner (for example, helping to choose the right course and facilitate the processing of qualification awards by approved awarding organisations. Approved agencies (including other schools) have access to this data.

More information on the Personal Learning Record, Unique Learner Number, Learner Plan and Qualification Credit Framework is available on the Learning Records Service website. This sharing of data reduces the need for learners having to supply the same information repeatedly to different organisations and significantly reduces the risk of inaccurate information being held about them.

Details of how an individual may opt-out of sharing achievement data in their Personal Learning Record with these agencies is available on their website: [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk)

#### **Young People's Learning Agency**

The Young People's Learning Agency (YPLA) uses information about pupils 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 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 YPLA or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them. The YPLA website is [www.ypla.gov.uk](http://www.ypla.gov.uk)

The YPLA also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP partnership and is responsible for the development and operation of the Learner Registration System (LRS) and also the creation of a learner record in the case of secondary schools.

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 MIAP Service to create and maintain a learner record.

The LRS will enable organisations allowed by law and detailed at [www.miap.gov.uk](http://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.

### **Aimhigher**

Aimhigher is the Department for Innovation, Universities and Skills' campaign to encourage young people to consider the benefits and opportunities stemming from Higher Education. Key Stages 2-5 results and pupil characteristics data for pupils in Year 7-14 may be passed on to Aimhigher. In the case of Academies, no data will be passed on to Aimhigher without authorisation from the school. The Aimhigher website is [www.aimhigher.ac.uk/practitioner/home/](http://www.aimhigher.ac.uk/practitioner/home/)

**Note:** Aimhigher is set to discontinue at the end of Sep2011. A new agency will resume some of the responsibilities of Aimhigher detailed above.

### **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. The Ofsted website is [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Primary Care Trusts**

Primary Care Trusts (PCTs) 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. However, information on the height and weight of individual pupils may be provided to the child and their parents and this will require the PCTs to maintain details of pupils' 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 local authorities with aggregate information on pupils' height and weight. NCC has an arrangement with PCTs to share known children data. This arrangement enables NCC to produce more accurate forward planning statistics and share information on its pupils and parents with PCTs to help them maintain accurate databases and carry out effective dental and other surveys. Any such surveys still require the consent of parents/carers.

### **Department of Health**

The Department of Health (DH) 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 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, in the context of a broader strategy to tackle obesity in the population as a whole. The DH will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service. The DH website is [www.dh.gov.uk](http://www.dh.gov.uk)

## **ComPASS**

ComPASS, on behalf of the 7 Crime & Disorder Reduction Partnerships (CDRPs) in Northamptonshire uses information for analysis and profiling approximately every six months to identify risk factors that research has found may increase the likelihood of a young person's involvement in criminal or disorderly/anti-social behaviour. Data aggregated at Lower Super Output Area level is provided, which means that it will not be possible to identify specific individuals from the reports. In the case of Academies, no data will be passed on to ComPASS without authorisation from the school. The ComPASS website is:

[www.northamptonshireobservatory.org.uk/aboutus/compass.asp](http://www.northamptonshireobservatory.org.uk/aboutus/compass.asp)

## **Youth Support Services**

For pupils aged 13 and over, the school is legally required to pass on certain information to youth support service providers on request. This information includes the name and address of the pupil and parent, and any further information relevant to the support services' role.

However parents or the pupils themselves if aged 16 and over, can ask that no information beyond name and address (for pupil and parent) be passed on to youth support services. Parents or pupils aged 16 and over may wish to opt out so that the support service receives only the child's name, address and date of birth. Parents and pupils aged 16 and over that wish to opt out should contact the school.

Further information, advice and support on a range of issues affecting young people can be found on the Directgov Young People website: [www.direct.gov.uk/en/YoungPeople](http://www.direct.gov.uk/en/YoungPeople)

## **Looked After Children**

The Secretary of State, acting through the Department for Education (DfE), collects information on individual children who are looked after by local authorities. The collection of information on individual children in need commenced in April 2009. The data collection on children who are looked after by local authorities is known as the SSDA903 return and the data collection on children in need is the Children in Need Census (CIN).

This section of the Privacy Notice is intended to inform children aged 12+ and their parents/carers, in addition to parents/carers of children aged under 12 whose data is included in the SSDA903 return and the CIN census, about the identity of the person who processes the data and what the data is used for. The data that will be collected will vary with each collection but will include personal characteristics and the details of services provided to the individuals involved. The name of the child will not be included in the returns, but where the child has a Unique Pupil Number (UPN) this will be collected in each return. Collection of the UPNs enables the DfE to extract education information from the national pupil database held by them and to add it to the information in the returns submitted by local authorities. Although the national pupil database also contains the name of the child, the DfE does not use the child's name in processing or analysing the information in the returns or the composite data. Neither does the DfE use the identifiable information to take any action in relation to individual children nor are individual children identified in any reports. A complete list of data items in SSDA903 and CIN can be found at the DfE website or a written copy can be obtained on request from The Data Development Unit, Data Services Group, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. See also the section on the DfE regarding passing information to other agencies.

## **Data Protection Act**

Pupils, 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 parents/carers wish to access personal data held about their child, they should contact the school, NCC or the relevant agency in writing. If the child is secondary school age and wishes to access their personal data or if the parent wishes to access the child's data on the child's behalf, they should also contact the school, NCC or the relevant agency in writing.

All rights under the Data Protection Act to do with information about the child rests with the child as soon as the child is old enough to understand them. Recent advice is that all pupils aged 12 and over should be able to understand the nature of this Privacy Notice. Therefore, parents/carers are asked to share this

Privacy Notice with the child if they are aged 12 or over. Separately from the Data Protection Act, DfE regulations grant a pupil's parent/carer (regardless of the age of the pupil) the right to view, or to have a copy of, the child's educational record at the school. If parents/carers wish to exercise this right, they should contact the school in writing.