

Werrington Primary School

Data Protection Act

Schools, Local Authorities and the Department for Education and Skills (DfES) all hold information on pupils in order to run the education system, and in doing so must follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law.

The school holds 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 is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the DfES and the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The Local Authority uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the data 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 pupils cannot be identified from them.

The QCA uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfES 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 Department for Education and Skills (DfES) 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. The DfES will feed back to Local Authorities and schools information about their pupils where they are lacking data because a former school did not pass it on. On occasions information may be shared with other government departments or agencies strictly for statistical or research purposes only.

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 you wish to access the personal data held about your child, please contact the relevant organisation in writing:

- Werrington Primary School, Amberley Slope, Peterborough PE4 6QG
- The LA's Data Protection Officer, Peterborough City Council, Town Hall, Bridge St. Peterborough PE1 1HQ
- The QCA's Data Protection Officer, QCA, 83 Piccadilly, London W1J 8QA

· The DfES Data Protection Officer, Caxton House, Tothill St. London SW1H 9NA
Please note that all rights under the Data Protection Act regarding information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another, and you may wish to consider the position for your child. As a broad guide, it is considered that most children will have sufficient understanding by the age of 12.

Separately from the Data Protection Act, DfES 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 education record. If you wish to exercise this right you should put your request in writing to the school.