

## Fair Processing Notice 2018

This Policy applies to all academies within the Link Academy Trust

This policy describes the Directors' approach to dealing with the Trust's Data Protection.

### Important information for parents of all pupils attending schools in the Link Academy Trust

1. To meet requirements imposed by the Data Protection Act 1998, Schools and Local Education Authorities have been instructed to issue a Fair Processing Notice to all parents. The purpose of this notice is to inform parents and pupils of their rights regarding information that is held about pupils, why it is held, and the third parties to whom it may be passed.

### Fair Processing Notice - Data Protection Act

2. Schools, Local Education Authorities and the Department for Education (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to 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. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.
3. The Trust 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 Trust as a whole 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. Contact details for the Trust Schools are

[www.bearnes.thelink.academy](http://www.bearnes.thelink.academy)

Bearnes Voluntary Primary School, Queen Street, Newton Abbot, Devon. TQ12 2AU

<http://www.cheriton-bishop-primary.devon.sch.uk/website>

Cheriton Bishop Primary School, Church Lane, Cheriton Bishop, Exeter, Devon. EX6 6HY

[www.diptford.thelink.academy](http://www.diptford.thelink.academy)

Diptford C of E Primary School, Diptford, Totnes, Devon. TQ9 7NY

[www.harbertonford.thelink.academy](http://www.harbertonford.thelink.academy)

Harbertonford C of E Primary School, Old Road, Harbertonford, Totnes, Devon. TQ9 7TA

[www.hennock.thelink.academy](http://www.hennock.thelink.academy)

Hennock Community Primary School, Hennock, Bovey Tracey, Devon. TQ13 9QB

[www.landscope.thelink.academy](http://www.landscope.thelink.academy)

Landscope C of E Primary School, Landscope, Nr Ashburton, Devon. TQ13 7LY

[www.stokegabriel.thelink.academy](http://www.stokegabriel.thelink.academy)

Stoke Gabriel Primary School, School Hill, Stoke Gabriel, Devon. TQ9 7TA

<http://www.tedburn.devon.sch.uk/website>

Tedburn St Mary Primary School, School Lane, Tedburn St Mary, Exeter, Devon. EX6 6AA

<http://www.yeoford.devon.sch.uk/website>

Yeoford Primary School, Yeoford, Crediton, Devon. EX17 5HZ

From time to time schools are required to pass on some of this data to the Local Education Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DfE), and to 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 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 pupils cannot be identified from them. Devon LA contact details: 0345 155 1010 or 0845 155 1010

The **Qualifications and Curriculum Authority** 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 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. Contact Details for QCA: [www.qca.org.uk](http://www.qca.org.uk)

**Data Protection Officer, QCA, 83 Piccadilly, London, W1J 8QA**

The **Department for Education (DfE)** 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 from them. The DfE will feed back to LAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. Contact Details: [www.education.gov.uk](http://www.education.gov.uk)

**Data Protection Officer at DfE, Caxton House Tothill Street, LONDON, SW1H 9NA;**

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 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
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfE's Data Protection Officer at DfE, Caxton House, Tothill Street, LONDON, SW1H 9NA.

Please note that all rights under the Data Protection Act to do with 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 will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over. Separately from the Data Protection Act, DfE 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 educational record at the school. If you wish to exercise this right you should write to the school.

This Policy is reviewed by the Finance and General Purposes on an annual cycle and must be approved by the Board of Directors.

**Approved by the Board of Directors: 8 October 2018**