



PRIVACY NOTICE (FAIR PROCESSING NOTICE) SCHOOL CENSUS 2009 – LAYER ONE SUMMARY

Minsthorpe Community College processes personal data about its students and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998.

The Department for Education (DfE) have recently changed what used to be known as “Fair Processing Notice” to the new “Privacy Notice”. It is based on wording issued to Local Authorities by the DfE and links to other Privacy Notices which are issued by schools. This document sets out general information regarding what Minsthorpe Community College does with student and school workforce data.

To meet the requirements of the Data Protection Act 1998, schools must inform parents and/or students about the information held regarding students, the purpose it is held and the third parties to whom it may be passed.

Information Held

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

Purpose

Minsthorpe Community College 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.

Third Parties

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 **the Local Authority’s Data Protection Officer**, the **Department for Education (DfE)**, and to agencies that are prescribed by law, such as the **Qualifications and Curriculum Development Authority (QCDA)**, **Ofsted**, the **Skills Funding Agency (SFA)**, the **Education Funding Agency (EFA)**, the **Department of Health (DH)**, **Primary Care Trusts (PCT)**, and organisations that require access to data in the Learner Registration System as part of the **Managing Information Across Partners (MIAP)** programme and **Connexions** (see below). 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.

Consent and Access

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

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 on the following website www.minsthorpe.wakefield.sch.uk or for those students/parents where this is not practical, a hard copy can be obtained from the college, 01977 657600.

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 contact the school.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of student data by the organisations mentioned above, and gives greater details of how the student data is processed and the rights of parents and students. Either can be obtained by visiting www.minsthorpe.wakefield.sch.uk or a hard copy can be obtained from the College reception.