



PRIVACY NOTICE (FAIR PROCESSING NOTICE) LAYER TWO FULL TEXT

This notice gives additional information about the processing of students' personal data by other organisations.

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** (please 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.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. *The LA may share year five student information, on request, with secondary schools within the LA area for the purpose of providing the child with information about what the schools can offer to best cover that child's educational needs. If you do not wish your child's information to be shared with other schools please contact the LA Data Protection Officer.* 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 children cannot be identified from them.

Data Protection Officer
Room 51,
County Hall,
Bond Street,
Wakefield,
WF1 2QW

www.wakefield.gov.uk

The **Department for Education (DfE)** uses information about students 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 LAs and schools information about their students 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 student data for use in school inspection. Where relevant, student 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.

Student information may be matched with other data sources that the Department holds in order to model and monitor students' educational progression; and to provide comprehensive information back to LAs 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 Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Student 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 Department's Chief Statistician.

The DfE may also disclose individual student information to independent researchers into the educational achievements of students 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 Department's Chief Statistician.

**Public Communications Officer,
Department for Education,
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT**

www.education.gov.uk

The **Qualifications and Curriculum Development Authority (QCDA)** uses information about students 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 DfE 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.

**Data Protection Officer,
Qualifications and Curriculum Development Agency
53-55 Butts Road
Earlsdon Park
Coventry
CV1 3BH;**

info@qcda.gov.uk

Ofsted uses information about the progress and performance of students 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 students.

**Data Protection Officer,
Ofsted,
Piccadilly Gate,
Store Street,
Manchester,
M1 2WD;**

www.ofsted.gov.uk

The **Skills Funding Agency (SFA)** uses the information to ensure that people and businesses can access the skills training they need to succeed in playing their part in society and in growing England's economy. They do this in the context of policy set by the Department for Business, Innovation and Skills and informed by the needs of businesses, communities and sector and industry bodies.

**Information Rights Manager
Skills Funding Agency
Cheylesmore House
Coventry CV1 2WT**

Freedomofinformation@skillsfundingagency.bis.gov.uk

The Education Funding Agency (EFA) is responsible for the operation of the education capital and revenue funding system and the delivery of capital programmes. Responsibility for the development of education funding policy will rest with the relevant policy directorates within the Department for Education. The EFA will provide advice to policy colleagues to support effective policy making. Decisions on funding policy are ultimately the responsibility of Ministers.

**Public Communications Officer,
Department for Education,
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT**

ypnorthern.EFA@education.gsi.gov.uk

The **Department of Health (DH)** uses aggregate information (at school year group level) about students' 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 students 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 Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

**The Data Protection Manager
Department of Health
Room 334B Skipton House
80 London Road
London SE1 6LH**

www.dh.gov.uk

Primary Care Trusts (PCT) use information about students 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 students cannot be identified from them. Information on the height and weight of individual students may however be provided to the child and its parents and this will require the PCTs to maintain details of students' 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 LAs with aggregate information on students' height and weight.

**MID Yorkshire Primary Care Trust,
Trust Headquarters and Education Centre
Pinderfields Hospital
Aberford Road
Wakefield
WF1 4DG**

<mailto:dp@midyorks.nhs.uk>

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.