

Data Protection Policy and Freedom of Information Act

Freedom of Information Act 2000 took full effect on 1st January 2005. It establishes a right of access to information held by all public authorities including schools in England. It is intended to promote a culture of openness and accountability amongst public sector bodies and promote better public understanding of how public authorities carry out their duties. Parents now have a legal right to ask for access to information held by School. Governors will ensure it complies with the Act. Requests for information will be considered on an individual basis so long as it is listed in our Publication Scheme. The policy is available for parents to read in School.

Data Protection Act - Computer Stored Information

Under Data Protection 1998, we need to inform you about what information is held by us about your child and more particularly about the types of data held, why that data is held, and to whom it may be passed on. We would be obliged if you would read the following and return the form attached to confirm your acknowledgement of our obligations. We need to keep information about your child for registration purposes etc. so we can provide them with suitable help and support. Local Authorities and the Department for Children, Families and Schools (the DCFS) also 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 that the data held about pupils must only be used for specific purposes allowed by law.

School held Information

We hold pupil information in order to support their learning, to monitor, report on their progress, to provide care, and to assess how well we are doing. Information includes contact details, test results, attendance data, ethnic group, special educational needs and relevant medical information. We are required to pass on some of this data to Blackpool Children's Services Authority (BCSA), to another school to which the pupil is transferring, to the DCFS and to the Qualifications and Curriculum Development Authority (QCDA) which is responsible for the National Curriculum and associated assessment arrangements. We also hold digital images of our children in order to celebrate and promote achievements in School. These are not shared outside the School environment.

LEA held Information

BCSA requires schools to provide pupil information in order to carry out functions for which it is responsible, such as the admissions process, the assessment of any special educational needs the pupil may have. It also uses the data in statistical form, where pupils are not identifiable, to inform decisions on (eg.) funding of schools, and to assess school performance and set targets for them. Individual pupils cannot be identified from these statistics.

Qualifications and Curriculum Development Authority (QCDA) held Information

QCDA uses pupil information to administer National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DCFS in order for it to compile statistics on trends and patterns in levels of achievement. QCDA uses the information to evaluate the accuracy and effectiveness of the National Curriculum and associated assessment arrangements.

DCFS held Information

DCFS uses pupil information for statistical purposes, to evaluate, develop policy and to monitor the performance of the education system. Statistics (including information provided by QCDA) are used in a way that individual pupils cannot be identified from them. DCFS will feed back to CSAs and School, information about their pupils where they are lacking this information because it was not passed on by a former school.

Information may also be shared with other Government departments or agencies strictly for statistical, research purposes. As 'data controllers', we are obliged under the Data Protection Act 1998 to ensure 'personal data' held about your child is 'fairly processed' and used only for purposes for which it has been registered, required by statute. **We do not pass on personal information about your child to any commercial organisation.**

However, the Headteacher, in emergency situations only, may pass on a child's contact details to the Police and other support agencies if it ensures the safety and wellbeing of the child. e.g. in the event of a missing child.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If your child is under 12, as a parent you may exercise this right on their behalf as they are too young to do so themselves.

For further information about Data Protection, or to access held data, please write to the relevant organisation:

- ✓ the School at Revoe Learning Academy, Grasmere Road, Blackpool, FY1 5HP.
- ✓ Blackpool CSA's's Data Protection Officer at Management Information Team, Children's Services, Blackpool Borough Council, Progress House, Clifton Road, Blackpool FY4 4US
- ✓ the DCFS's Data Protection officer at DCFS, Caxton House, Tothill Street, London Sw1H 9NA
- ✓ The Information Commissioner: www.informationcommissioner.gov.uk

Please acknowledge receipt of this letter by completing the attached pro-forma and returning to school as soon as possible.

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_____ ✂ _____ ✂

Child's name Class

I/We acknowledge receipt of your information regarding the Data Protection Act.

Signed Date.....