



The Firs

Lower School



Dear Parent/Carer,

### Fair Processing Notice

The Firs Lower School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

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

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 local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (see below) [and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions]

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint which is a directory that will help people who work with children and you people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, 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.

Your attention is drawn to the long version of this Fair Processing Notice which can be obtained from the school office. The long version of this Fair Processing Notice gives details of the organisations mentioned above and supplementary information about how the pupil data is processed and the rights of parents and pupils and who to contact in writing within those organisations if you wish to access your personal data, or that of your child.

Yours sincerely,

Adam J G Campbell

Adam J.G Campbell (Headteacher)

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