

St. Aelred's Catholic Technology College
Privacy Notice
Full Text Version

This notice gives additional information to the notice sent to you September 2010 and provides further information about the processing of pupils' personal data by the other organisations mentioned in that notice.

St. Aelred's Catholic Technology College 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 information includes contact details, national curriculum assessment results, attendance information, and characteristics such as ethnic group, special educational needs and any relevant medical information.

St. Aelred's Catholic Technology College
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Newton le Willows
Merseyside
WA12 9UW
<http://www.st-aelreds.st-helens.sch.uk/>

From time to time the College is required to pass on some of this data to local authorities, the Department for Education (DfE), 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), and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme. All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

St Helens Children and Young People's Services Department (CYPS) 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 allocation of school places and to facilitate the tracking and assessment of vulnerable pupils, assessment of Children in Need (CIN) and Safeguarding. It also uses 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.

The CYPS have a duty under the Children's Act 2004 to cooperate with their partners in Health and Youth Justice to improve the well-being of children in their areas. A part of this duty is a requirement to maintain the accuracy of the information held about children and young people. Your information may be shared with any other professional who is involved with the delivery of Health and/or Social

Care for your child. Sensitive information will only be shared when we have your consent or without when we are allowed to by law, to ensure the health safety and well-being of children in St Helens.

St Helens Children and Young Peoples Services contacts:

- Data Protection Officer at The IT Strategy and Regulation Unit, The Town Hall, Victoria Square, St Helens, WA10 1HP
- Contact Point Team, Atlas House, Corporation Street, St Helens WA9 1DL

The **Qualifications and Curriculum Authority (QCA)** uses information about pupils 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 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.

www.qca.org.uk Data Protection Officer, QCA, 83 Piccadilly, London, W1J 8QA;

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

www.ofsted.gov.uk Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE;

The Learning and Skills Council (LSC) uses information about pupils for statistical purposes, to evaluate and develop education policy and 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. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

www.lsc.gov.uk Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

Learner Registration System (LRS) The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at www.miap.gov.uk LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record.

For pupils of 14 years and over and for pupils registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at MIAP to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

Details of how an individual may opt-out of sharing achievement data in their learner record with those organisations detailed at MIAP can also be found at MIAP.

www.miap.gov.uk Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

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

St Helens CYPs also provides the local PCT and their clinics with details of pupils' names, addresses and school attended in order to facilitate vaccination programmes and the screening of pupil health.

<http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx>

The **Department of Health (DH)** uses aggregate information (at school year group level) about pupils' 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 pupils 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 by 2010, 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.

www.dh.gov.uk Data Protection Officer at Skipton House, 80 London Road, London SE1 6LH

The **Department for Education (DfE)** uses information about pupils 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 LA's and schools information about their pupils 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 pupil data for use in school inspection. Where relevant, pupil 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.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LA's 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.

Pupil 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 pupil information to independent researchers into the educational achievements of pupils 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.

www.DfE.gov.uk Data Protection Officer, Department for Education, Sanctuary Buildings, Great Smith Street, LONDON, SW1Y 3BT

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 you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing: For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions are the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil 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.

St Helens Children and Young People's Services and DfE may supply to Connexions services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.