

## SECTION F

EDWINSTREE MIDDLE SCHOOL  
A Voluntary Controlled Church of England Middle School

### **DATA PROTECTION POLICY**

Schools, Local Authorities (LAs) and the Department for Education (DfE), all process information on pupils in order to run the education system and Department of Health (DH) and NHS Trusts process information on pupils in order to tackle the increase in obesity among children, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why this is held, and to whom it may be passed.

Edwinstree holds information on pupils in order to support their learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LAs, the DfE and to agencies that are prescribed by law, such as Ofsted, DH and NHS Trusts.

Pupil information may be matched with other data sources that the DfE holds in order to model and monitor pupils' 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 DfE and participation in such surveys is usually voluntary. The DfE 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 DfE'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 DfE's Chief Statistician.

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:

- the school at [admin@edwinstree.herts.sch.uk](mailto:admin@edwinstree.herts.sch.uk)
- the LA's Data Protection Officer at Children, Schools & Families, Hertfordshire County Council, Peggs Lane, Hertford, SG13 8DF
- Ofsted's Data Protection Officer at Piccadilly Gate, Store Street, Manchester, M1 2WD
- the DfEs Data Service at NPD ONLINE or [NPD.REQUESTS@education.gsi.gov.uk](mailto:NPD.REQUESTS@education.gsi.gov.uk)
- the DH's Data Protection Officer at Skipton House 80 London Road London SE1 6LH;
- your local PCT.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

The Information Commissioner's Office (ICO), the UK's independent authority set up to promote access to official information and to protect personal information. Any parent, member of Edwinstree's staff or school governor wishing to find about the protection of personal data is advised to contact:

<http://www.ico.gov.uk/>