

# Data Protection and Information Sharing

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## **Data Protection**

Privacy Notice - Data Protection Act 1998 – for Primary Schools

We, Holbrook Primary School follow the data Protection Act 1998. We collect information on pupils, parents and careers, and may receive information from previous school. We hold this personal data and use it to:

- support your child's teaching and learning
- provide appropriate pastoral care
- monitor and report on the progress of a child
- assess how well the school is doing

The information we record includes; contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, religion, special educational needs and any relevant medical information.

We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Joint Council for Qualifications (JCQ), Ofsted, Young Peoples Learning Agency, Department of Health (DfH), Primary Care Trust (PCT). All these are data controllers for the information they receive.

If you want to see a copy of the information we hold and share, then please contact our school office. There may be a charge for this.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

[http://www.coventry.gov.uk/info/11/strategies\\_plans\\_and\\_policies/466/what\\_is\\_information\\_governance](http://www.coventry.gov.uk/info/11/strategies_plans_and_policies/466/what_is_information_governance)

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

If you are unable to access these websites, please contact the LA or the DfE

Data Protection Officer  
Information Governance  
Room 21a, Council House  
Earl Street  
Coventry CV1 5RR

Email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)  
Tel: 024 7683 3323

Department for Education  
Sanctuary Buildings, Great Smith Street  
London, SW1P 3BT

Telephone: 0370 000 2288  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

The Skills Funding Agency uses information about pupils aged 14 and over (or enrolling for post-14 qualifications) for statistical purposes, in order to evaluate and develop education policy and monitor the performance of the education service as a whole. Further information on how this data is used may be found on the Skills Funding Agency website.

The Skills Funding Agency also administers the Learning Records Service (previously known as the Managing Information Across Partners Programme) which uses a minimum set of personal data to:

- issue and maintain a unique learner number (ULN) for pupils of 14 years and over and for those registering for post-14 qualifications
- create and offer a personal learning record (PLR) to enable advice and guidance to be offered to the learner (for example, helping to choose the right course)
- facilitate the processing of qualification awards by approved awarding organisations.

Approved organisations (including other schools) will be allowed to access the limited set of personal data. More information on the PLR, ULN, learner plan and qualification credit framework is available on the Learning Records Service website. This sharing of data reduces the need for learners to have to supply the same information repeatedly to different organisations, and significantly reduces the risk of inaccurate information being held about them. Details of how an individual may opt out of sharing achievement data in their PLR with these organisations are also available from the Learning Records Service.

The Qualifications and Curriculum Development Authority (QCDA) 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 the Department for Education 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.

The Young Peoples Learning Agency (YPLA) 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 QCDA) 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. [www.ypla.gov.uk](http://www.ypla.gov.uk)

The Qualifications and Curriculum Development Agency (QCDA) and the Joint Council for Qualifications (JCQ) uses information about pupils to administer the national curriculum assessments portfolio throughout the Key Stages. 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](http://www.qca.org.uk) and/or [www.jcq.org.uk](http://www.jcq.org.uk)