



# HOLY TRINITY

## CATHOLIC SCHOOL

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## FAIR DATA PROCESSING POLICY

### Organisations with which we share data

This document outlines the different groups and organisations with whom we will occasionally share data held about our students. It describes why we would share given information as well as what information may be shared about our students.

**Holy Trinity Catholic 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 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 the school 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 Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible, for example, the assessment of any special educational needs the child may have and careers advice. It also uses the 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.

<http://www.birmingham.gov.uk/foi>

The Birmingham Information Access Unit can be contacted at,  
Birmingham City Council  
Council House  
Victoria Square  
Birmingham  
B1 1BB

The **Qualifications and Curriculum Development Agency (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 DfE 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.

[www.qcda.gov.uk](http://www.qcda.gov.uk)

**Data Protection Officer,  
Qualifications and Curriculum Development Agency,  
53-55 Butts Road,  
Earlsdon Park,  
Coventry  
CV1 3BH**

**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](http://www.ofsted.gov.uk)

**Data Protection Officer,  
Aviation House,  
125 Kingsway,  
London  
WC2B 6SE;**

**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 LAs with aggregate information on pupils' height and weight.

[www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx](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. 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](http://www.dh.gov.uk)

**Data Protection Officer  
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 LAs 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 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 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](http://www.DfE.gov.uk)

Data Protection Officer,  
DfE,  
Sanctuary Buildings,  
Great Smith Street,  
London,  
SW1P 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, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about you/your child, then please contact the relevant organisation in writing.