

## York Learning, Culture and Childrens Services FAIR PROCESSING NOTICE (LAYER ONE)

Joint fair processing notice sent out of behalf of Millthorpe School and the City of York LA.

Millthorpe School and LA process personal data about the children and young people attending the school and are therefore acting as “data controllers” under the Data Protection Act 1998. We are therefore required to inform you of the purposes for which we hold personal data and how it is used.

The data schools and LA hold is processed to:

- support the childrens’ teaching, learning and welfare,
- monitor and report on their progress,
- provide appropriate pastoral care, promote welfare and safeguard children.
- assess how well the school and LA as a whole is doing, and
- inform service planning within the City of York area.

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 and LA is required to pass on some of this data to other local authorities (e.g. the child’s home LA), 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 further details overleaf), Aim Higher, and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

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.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on a more detailed version of this notice (Layer 2 for this FPN ), which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. This is available on request from: Millthorpe School, Nunthorpe Avenue, York, YO23 1WF, telephone: (01904) 686400 or e-mail: millthorpe.school@btinternet.com or from the LA at the following e-mail address: (lccsmis@york.gov.uk).

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is 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 service's role. Parents or the pupils themselves, if aged 16 or over, can however 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: Millthorpe School, Nunthorpe Avenue, York, YO23 1WF, telephone: (01904) 686400 or e-mail: millthorpe.school@btinternet.com

### **ContactPoint**

ContactPoint is a national directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support. Both the school's governing body and the LA are required by law to supply information to Contact Point.

For example all maintained schools in England are required to provide basic information to ContactPoint. This 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.

The **Local Authority** uses personal information about pupils to fulfil its duties under sections 10 and 11 of the Children's Act 2004. As well as statutory support it may include arranging the provision of additional but non-statutory support as needed. This will sometimes require the sharing of information between the different professional groups who work with children as part of the Children's Trust arrangements. The sharing of information will make it easier for children and their parents or carers to access all the services they need and help to ensure that the most appropriate services are offered to children according to their needs.

Agencies must always have a good reason for seeking information and for sharing it and under most circumstances, consent from parents will be requested before doing so. Without the relevant information, a decision on what service a child needs cannot be made and a lack of information and communication between professionals increases the chance that children in need of additional support fail to receive it.

The Local Authority is required to provide personal information to the DCSF on children who are looked after in their annual SSDA903 return and on children in need in the annual Children in Need (CIN) Census. A complete list of data items in SSDA903 and CIN can be found at:

<http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml> (for CIN see CIN Census 2008-09 Guidance Notes). These data collections are only relevant for the small number of children who are either in need or looked after. Further details are available on request from raise.support.mailbox@york.gov.uk.