

RIPLEY ST. THOMAS

CHURCH OF ENGLAND HIGH SCHOOL

Ashton Road
Lancaster
Lancashire LA1 4RS



t 01524 64496
f 01524 847069
e admin@ripley.lancsngfl.ac.uk

Headteacher: Mrs E. Nicholls BA, MA, NPQH, PGCE

www.ripley.lancsngfl.ac.uk

Chair of Governors: Prof. J. D. Crewdson

21st November 2008

Dear Parents

Below is a copy of the Fair Processing Notice we are required to send to you to meet the requirements of the Data Protection Act 1998. This Fair Processing Notice summarises the information held about pupils, why it is held, and the third parties to whom it may be passed on e.g. the Connexions services under the Learning and Skills Act 2000.

Gavin Gomersall
Deputy Headteacher (Curriculum)

FAIR PROCESSING NOTICE – SCHOOL CENSUS 2008 – LAYER ONE

Ripley Saint Thomas Church of England High 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 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 is required to pass on some of this data to local authorities, 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), and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and



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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.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, [during the period covered by this FPN], steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

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 the following website (www.ripley.lancsngfl.ac.uk) or for those pupils/parents where this is not practical, a hard copy can be obtained from the School Reception.

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 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 **Data Protection Officer at Ripley St Thomas CE High School, Ashton Road, Lancaster, LA1 4RS**

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by viewing them on the school website (www.ripley.lancsngfl.ac.uk) or collecting them from Reception at the School.

