**FAIR PROCESSING NOTICE—SCHOOL CENSUS**

The 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 awhole 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),Contact Point (mentioned above [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.

The governing body of a maintained school in England is also required by law to supply basic information to [Contact Point](http://www.cornwall.gov.uk/media.cfm?mediaid=40943) This only 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.

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 in the full version of the Fair Processing Notice (Layer 2) on <http://www.cornwall.gov.uk/index.cfm?articleid=417> or for those pupils/parents where this is not practical, a hard copy can be obtained from the school.

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 gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained on <http://www.cornwall.gov.uk/index.cfm?articleid=417> or by contacting the school.

The text in the square bracket is only required for secondary schools

Contact Point is a directory that will help people who work with children and you people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support. A fact sheet about Contact Point is available at <http://www.cornwall.gov.uk/index.cfm?articleid=417>