

## *FAIR PROCESSING NOTICE*

### **DATA PROTECTION ACT**

The **school** holds information on pupils in order to support its teaching and learning. This information includes contact details, national curriculum assessment results, attendance information, individual characteristics such as ethnic group, special educational needs and any relevant medical information. The school processes information on pupils and in doing so has to comply with the Data Protection Act 1998.

The school will not give information about any pupil to anyone outside the school without the appropriate consent, unless the law and the school's rules permit it.

In order to administer national curriculum tests, the school is required to provide some of this data to the **Qualifications and Curriculum Development Agency (QCDA)**. This is the body responsible for the national curriculum and associated assessment arrangements.

QCDA uses information about pupils to administer the national curriculum assessments portfolio throughout key stages 1 to 3. This includes both statutory and optional assessments. The results of these are provided to the Department for Education (DfE) to compile statistics on trends and patterns in levels of achievement. 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.

Pupils, as data subjects, have certain rights under the Data Protection Act. This includes a general right of access to personal data. Parents can exercise this right on the child's behalf if the child is too young to do so. If parents wish to access the personal data held about their child, please contact the relevant organisation in writing.

In order to fulfil its responsibilities under the Data Protection Act, QCDA may first seek proof of the requestor's identity and any further information required to locate the personal data requested. This is a formal procedure which is started in the first instance by contacting the school.

A pupil's parent (regardless of the age of the pupil) has the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

***Mrs Angelika Horwood, Data Protection Officer  
Stanborough Primary School  
Appletree Walk  
Garston  
Watford  
Herts  
WD25 0DQ***

***01923 673291***