

What the Local Authority does with pupil data from schools

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

Additionally, the LA will use the data both to identify where pupils have transferred so as to make the task of tracking vulnerable pupils more robust and also to ensure appropriate services are extended to pupils needing additional support e.g. for reasons of exclusion, attendance or transport.

The Local Authority will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

Data collected by the LA may only be used or passed on for specific purposes as allowed by law. This includes the following:

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.

For Primary/First/Infant Schools:

Sure Start Children's Centres – The LA will share information from schools with your local Sure Start Children's Centre to help them to plan and deliver services that meet the needs of the community. We will provide the pupil's name, current school, Early Years Foundation Stage results and any further information relevant to the Sure Start Children's Centre's role. However, parents can ask that no information be passed to their local Sure Start Children's Centre. If as a parent you wish to opt-out and do not wish this information to be shared then please contact your school. For more information about Sure Start Children's Centres please go to the Norfolk Schools website at: <http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Sure-Start-Childrens-centres/index.htm>

Information may be shared with other agencies where we have a duty to work together in the best interests of the child or young person. Such information sharing is in line with the law and the information sharing guidance issued by the DfE.

Further information can be found on the DfE website at:

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>

Privacy Notice - Data Protection Act 1998

We the federation of North Walsham Junior, Infant School and Nursery are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Serviceⁱ. We hold this personal data and use it 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.
- To support your transition to post 16 education/training

This data includes your contact details, national curriculum assessment results, attendance informationⁱⁱ, characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

This data may only be used or passed on for specific purposes as allowed by law. 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. 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 School Office on (01692) 403013 or 405697

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Teresa Burdett,
Records & File Access Manager,
Children's Services,
County Hall,
Room 22,
Martineau Lane,
Norwich,
NR1 2DL
Email: teresa.burdett@norfolk.gov.uk
Tel: 01603 223839
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk
email: [http://www.education.gov.uk/help/contact us](http://www.education.gov.uk/help/contact-us)
tel: 0370 000 2288.

¹ The Learning Records Service fits within the heart of the learner experience and is designed to support learners at all levels to access, manage and use their own achievement information - such as qualifications, awards or training received as they progress through education, training and lifelong learning.

The Learning Records Service, part of Information Management (IM) Services, provides shared services across the education sector. The Learning Records Service is built on the principle of collect once, use many times and used by all that are entitled to do so. It supports the whole of the education sector.

² Attendance is not collected for pupils under 5 at early Years settings or maintained Schools as part of the census for the Department of Education.