

## Where to find further information

### Further fair processing details

Layer 2 of this Fair Processing Notice 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 (see below).

Full details for all of the above can be found on the following website:

[www.togethertrust.org.uk](http://www.togethertrust.org.uk)

For those pupils/parents where this is not practical, a hard copy can be obtained from your school.

### Accessing personal information

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing, details of which can be found on the Together Trust website.

#### Inscape Cheadle

Schools Hill, Cheadle, Cheshire SK8 1JE

t: 0161 283 4750

e: [inscapeheadle@togethertrust.org](mailto:inscapeheadle@togethertrust.org)

#### Inscape Salford

Silkhey Grove off Walkden Road

Worsley, Manchester M28 7FG

t: 0161 975 2340

e: [inscapesalford@togethertrust.org](mailto:inscapesalford@togethertrust.org)

#### Inscape Russell Centre

51-53 Parsonage Road

Withington, Manchester M20 4NG

t: 0161 448 9594

e: [russellcentre@togethertrust.org](mailto:russellcentre@togethertrust.org)

#### CYCES

Schools Hill, Cheadle, Cheshire SK8 1JE

t: 0161 283 4832

e: [cyclesheadle@togethertrust.org](mailto:cyclesheadle@togethertrust.org)

The Together Trust education services are operated by the Together Trust. The charity has been providing care, education and support to children, adults and families for over 135 years. For further information about our range of services please contact:

#### Together Trust

t: 0161 283 4848

e: [enquiries@togethertrust.org.uk](mailto:enquiries@togethertrust.org.uk)

**together**  
trust

care • education • support • since 1870

[www.togethertrust.org.uk](http://www.togethertrust.org.uk)

Registered charity number 209782

# Fair Processing Notice

## Layer 1

How schools manage and share pupils' personal information

**together**  
trust educational services

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## Background

All schools collect, manage and update personal data about its pupils and is a **Data Controller** for the purposes of the Data Protection Act 1998. It uses this data to:

- Support its pupils' teaching and learning.
- Monitor and report on their progress.
- Provide appropriate pastoral care.
- Assess how well the school as a whole is doing.

This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

## Who schools share data with

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, and organisations that require access to data in the Learner Registration System as part of MIAP (Managing Information Across Partners) programme and Connexions. 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. Further matching of statutory school age attainment data to further and higher educational attainment may be undertaken by central government.

## Data Protection Act

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.

## Connexions

For pupils of 13 years and over, your 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 services that Connexions provide. 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 your school.

# Fair Processing Notice

## Layer 2

How schools manage and share pupils' personal information

## Background

This notice gives additional information to the notice sent to you and provides further information about the processing of pupils' personal data by the other organisations mentioned in that notice

All schools process 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 information 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 information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

## Who schools share data with

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]. All these are Data Controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The school is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

The Local Authority (LA) uses information about children for whom it provides services 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 away that individual children cannot be identified from them.

The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area.

**The Qualifications and Curriculum Authority (QCA)** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DCSF to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

**Ofsted** uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspectors in local authority areas. Inspection reports do not identify individual pupils.

**The Learning and Skills Council (LSC)** uses information about pupils for statistical purposes, to evaluate and develop education policy and monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

Data Protection Officer,  
QCA, 83 Piccadilly,  
London W1J 8QA

[www.qca.org.uk](http://www.qca.org.uk)

Data Protection Officer,  
Alexandra House, 33 Kingsway,  
London WC2B 6SE

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Data Protection Officer,  
Cheylesmore house, Quinton  
Road, Coventry, Warwickshire  
CV1 2WT

[www.lsc.gov.uk](http://www.lsc.gov.uk)

## MIAP

Learner Registration System (LRS). The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at [www.miap.gov.uk](http://www.miap.gov.uk).

LSC is not responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record.

For pupils of 14 years and over and for pupils registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at [www.miap.gov.uk](http://www.miap.gov.uk) to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

Details of how an individual may opt-out of sharing achievement data in their learner record with those organisations detailed at [www.miap.gov.uk](http://www.miap.gov.uk) and also be found on the MIAP website.

**Primary Care Trusts (PCT)** use pupil level information for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are presented 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 required 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.

Data Protection Officer,  
Cheylesmore House, Quinton  
Road, Coventry, Warwickshire  
CV1 2WT

[www.miap.gov.uk](http://www.miap.gov.uk)

[http://www.nhs.uk/England/  
AuthoritiesTrusts/Pct/  
Default.aspx](http://www.nhs.uk/England/AuthoritiesTrusts/Pct/Default.aspx)

[http://www.stockport-pct.  
nhs.uk](http://www.stockport-pct.nhs.uk)

**The Department of Health (DH)** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

Data Protection Officer at  
Skipton House, 80 London  
Road, London SE1 6LH

[www.dh.gov.uk](http://www.dh.gov.uk)

**The Department for Children, Schools and Families (DCSF)** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DCSF will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analysis and where information is missing because it was not passed on by a former school.

Data Protection Officer, DCSF,  
Caxton House, Tothill Street,  
London SW1H 9NA

[www.dcsf.gov.uk](http://www.dcsf.gov.uk)

The DCSF with the participation of LAs, operates the database known as ContactPoint. ContactPoint is an online directory available to authorised staff who need it to do their jobs. It is designed to allow practitioners to find out who else is working with the child or young person, making it easier to deliver more coordinated support. This consists of basic information about the child or young person, the contact details of the school and the contact address and telephone numbers for the parents or carers, with parental responsibility of the young person.

The DCSF will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business.

The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other government departments and agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DCSF may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Plus the following paragraph if the school does NOT have secondary school age pupils

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

Or the following paragraphs if the school has secondary school age pupils

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing.

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 names and address of the pupil and parent, and any further information relevant to the Connexions services' role.

However parents, of 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.

The LA and DCSF may supply to Connexions services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

Alternatively, you can obtain a hard copy of this direct from the school.

## Where to find further information

### Further fair processing details

Layer 1 of this Fair Processing Notice gives introductory information about the processing of pupil data by the organisations mentioned above.

Full details for all of the above can be found on the following website:

[www.togethertrust.org.uk](http://www.togethertrust.org.uk)

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data held by the Together Trust, or you wish your parents to do so on your behalf, then please contact the Together Trust in writing.

### Data Protection Officer,

Together Trust, Schools Hill, Cheadle, Cheshire, SK8 1JE

Separately from the Data Protection Act, other legislation provides a student's parent (regardless of the age of the student) with 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.

### **Inscape Cheadle**

Schools Hill, Cheadle, Cheshire SK8 1JE

**t:** 0161 283 4750

**e:** [inscapeheadle@togethertrust.org](mailto:inscapeheadle@togethertrust.org)

### **Inscape Salford**

Silkhey Grove off Walkden Road

Worsley, Manchester M28 7FG

**t:** 0161 975 2340

**e:** [inscapesalford@togethertrust.org](mailto:inscapesalford@togethertrust.org)

### **Inscape Russell Centre**

51-53 Parsonage Road

Withington, Manchester M20 4NG

**t:** 0161 448 9594

**e:** [russellcentre@togethertrust.org](mailto:russellcentre@togethertrust.org)

### **CYCES**

Schools Hill, Cheadle, Cheshire SK8 1JE

**t:** 0161 283 4832

**e:** [cyclesheadle@togethertrust.org](mailto:cyclesheadle@togethertrust.org)



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The Together Trust education services are operated by the Together Trust. The charity has been providing care, education and support to children, adults and families for over 135 years. For further information about our range of services please contact:

### **Together Trust**

**t:** 0161 283 4848

**e:** [enquiries@togethertrust.org.uk](mailto:enquiries@togethertrust.org.uk)

**[www.togethertrust.org.uk](http://www.togethertrust.org.uk)**

Registered charity number 209782

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