

William Parker Sports College

CARE · RESPECT · ACHIEVEMENT

Church of England Voluntary Controlled



December 2008

William Parker Sports College processes personal data about its students and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes these data to:

- support its students' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care, and
- assess how well the college as a whole is doing.

These data include contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. These data may only be used or passed on for specific purposes allowed by law.

The governing body of a maintained school in England is required by law to supply basic information to ContactPoint. ContactPoint is a directory that will help people who work with children to find out quickly who else is working with the same child, making it easier to deliver more coordinated support. The data we pass on only include the name and address of the child, contact details for the child's parents or carers (with parental responsibility) and the contact details of the school.

From time to time the college is also required to pass on some of the 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 and Primary Care Trusts. 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.

Other adults working with students in college: On occasion, any student in the college could benefit from the work of a number of adults who are neither employed by the college nor by the Local Authority. Currently this includes teachers in training, the School Nurse, employed by the Primary Healthcare Trust, and Independent Learning Tutors (ILTs), employed by the Excellence Cluster (formerly EAZ). The college intends to share medical information and contact information, as well as academic information and attendance data, with these adults.

Students in the Federal Sixth Form: Information about students who have enrolled in the Federal Sixth Form is passed to Helenswood School in order to support teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the sixth form as a whole is doing. This information includes contact details, examination results, attendance information, ethnic group, special educational needs and relevant medical information.



HEADTEACHER: John Court

Your attention is drawn to the more detailed Layer 2 of this Fair Processing Notice which gives supplementary information about the processing of student data by the organisations mentioned above. It has more detailed information about how the student data are processed and the rights of parents and students. This can be obtained from the college website (www.william-parker.org) or by writing to the headteacher or the student's year office.

YOUR RIGHTS UNDER THE DATA PROTECTION ACT 1998

Students and their parents or carers, 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 children have sufficient maturity to understand their rights and to make access requests 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 those of your child, then please contact the relevant organisation in writing. Further information about these organisations can be found in the more detailed Layer 2 of this Fair Processing Notice available on the college website (www.william-parker.org). Students or parents for whom this is not practical can request a paper copy from the student's year office.

East Sussex County Council uses student information from the School Census for providing universal services such as the Youth Development Service and Connexions services. The Youth Development Service works with young people aged 11 – 19 years. Connexions is the government's support service for young people aged 13 – 19 years in England. Although Connexions would not normally see primary school student data, because they share a database with the Youth Development Service, they have access to information about children under the age of 13 years. The information used by Connexions includes the name and address of the student and parent and any further information relevant to the provision of Connexions services. However parents can ask that no information beyond name and address (for student and parent) be passed on to Connexions. If you wish to opt out and do not want Connexions to receive from the college information beyond name and address for you and your child, then please contact the college.

With this notice we are sending a sheet detailing the main items of personal data stored on our systems, relating to your child. We hope you can return this sheet indicating any corrections required. If nothing is wrong we would still like you to sign it and return it.

Additional detailed data (for example on attendance and assessment) is stored and it is possible for you to obtain a copy of the remaining data. Please contact your child's Learning Leader



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