



**Holy Redeemer Catholic
Primary School**

Data Protection Policy

(Policy and Procedure for Data Protection)

Signed by:	
Head Teacher	Christina Hall
Chair of Governors	Alan Smith
Date Adopted	26.04.2017
Date of Review	25.05.2018

Data Protection Policy

Schools, local education authorities and the Department of Education (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to 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.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring and to the Department of Education which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on 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 pupils cannot be identified from them.

The **government assessment authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the Department of Education in order for it to compile statistics on trends and patterns in levels of achievement. The assessment authority uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department of Education** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them. The Department of Education will feed back to LAs and schools information about their pupils (where they are lacking this information) because it was not passed on by a former school. Occasionally, information may be shared with other Government departments or agencies strictly for statistical or research purposes only. 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:

- the school: Holy Redeemer Catholic Primary School, Priest Lane, Pershore, Worcs. WR10 1EB.
- The Data Protection Officer, Modern Records Unit, **Worcestershire County Council**, County Hall, Spetchley Road, Worcester WR5 2NP Tel: 01905 728544