

Churchfield Lane
Darton
Barnsley
South Yorkshire
S75 5EW
Tel: 01226 382568
Fax: 01226382350
Email: darton.high@barnsley.org
Web: www.dartonhigh.org

Headteacher:
Simon Hill BSc MA NPQH



FAIR PROCESSING NOTICE – SCHOOL CENSUS 2009 – LAYER ONE SUMMARY

Darton High School 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 this data to:

- support its students’ 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 data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

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), ContactPoint (mentioned below) and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below). 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.

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

Students, 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 relevant organisation in writing. Details of these organisations can be found on the following website **www.dartonhigh.org** or for those students/parents where this is not practical, a hard copy can be obtained from the school **Miss L Skidmore, Data Systems Manager on 01226 382568.**

For students 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 name and address of the student and parent, and any further information relevant to the Connexions services’ role.



However parents, or the students themselves if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Connexions. If as a parent, or as a student 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 **Miss L Skidmore, Data Systems Manager on 01226 382568.**

Further information can be found in Layer 2 of this Fair Processing Notice, which gives supplementary information about the processing of student data by the organisations mentioned above, and gives greater details of how the student data is processed and the rights of parents and students. Either can be obtained from the school website www.dartonhigh.org or upon request from school.

Yours sincerely



Mr S Hill
Headteacher

Darton High School holds the following information about students and student contact/s:

<i>Student Information</i>
Legal Forename
Legal Surname
Preferred Forename
Preferred Surname
Middle Name
Date of birth
Age
Gender
Student Registration Details
Home Address
Home Telephone/Fax Numbers
Home Email Address
Siblings within School
Dietary Information
Eligibility for Free School Meals
Medical Practise
Doctors Name
Medial Notes/Conditions
Ethnicity
Home Language
First Language
Religion
Mode of Travel
Bus Number
Connexions Permission
In Care
School History
Permission to Leave in an Emergency
Library Barcode
Special Education Needs
Gifted and Talented
Behaviour Management – Detentions
Exclusions
Internet Access

Permission for Thumb Print
Permission for Photography
Assessment and Tracking Data
Pastoral Information
Student Reports

PLEASE NOTE:

The following information is stored for student contact/s only if it has been provided by the students' parent/carer.

<i>Student Contact/s Information</i>
Priority of contact
Title
Forename
Surname
Gender
Relationship to Student
Parental Responsibility
Request of Student Report
Address
Telephone/Fax Numbers
Email Address
Place of work