



## FAIRLANDS PRIMARY SCHOOL & NURSERY

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**Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA**

8<sup>th</sup> December 2008

Dear Parent / Carers

### **Fair Processing Notification 2008**

Please find enclosed the Fair Processing Notice – School Census 2009 – Layer One.

This year the DCSF has provided schools with two variants of the Fair Processing Notification - Layers One and Two.

The Fair Processing Notifications explain the purposes for which personal data is processed by the school, Local Authority, DCSF and other organisations in order to meet the educational needs of the students and comply with the Children Act 2004.

- Layer One is a summary of how, and by which organisations, data is processed and you will find this information printed overleaf.
- Layer Two gives supplementary information about the processing of pupil data and can be found at [www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk) (Our School/Policies) or, alternatively you can request a hard copy from the school office.

If you have any queries related to the processing of pupil data please contact the school office.

Yours sincerely

Robert Staples  
HEADTEACHER

## FAIR PROCESSING NOTICE – SCHOOL CENSUS 2009 – LAYER ONE

**Fairlands Primary School & Nursery** processes personal 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 data 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 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) and ContactPoint\*. 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.

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 relevant organisation in writing. Details of these organisations can be found in the Layer 2 notice (see below) at **[www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)** or, for those pupils/parents where this is not practical, a hard copy can be obtained from the school office; Fairlands Primary School & Nursery, Pound Avenue, Stevenage, Herts, SG1 3JA. Telephone 01438 351053

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which 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. Either can be obtained visiting [www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk) or, alternatively, a hard copy can be obtained from the school office, if requested.

\*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 delivery more coordinated support.