



Dear Parents/Carers

## Data Protection Act 1988: How we use your information

I am required to write you to give you the following information regarding information held on your child.

Schools, local education authorities and the **Department for 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. We are therefore writing to you to tell you about the types of data held, why that data is held, and to whom it may be passed on.

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, any exclusion information, any personal characteristics such as ethnic group, any special educational needs they may have and any relevant medical information.

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

The **Local Education Authority** uses the 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 (for example) 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 **Qualifications and Curriculum 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 DfE in order for it 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.



The **Department for 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. We are required, by law, to pass some information about your child to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA. 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. The DfE will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the local authority by informing the school office. This right is transferred to the child once he/she reaches the age of 16.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.bromley.gov.uk](http://www.bromley.gov.uk)
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the school office.

Yours sincerely,



Ms K. Margetts

Headteacher

