

## Data Protection Act Form

Brooke Weston City Technology College, schools, local education authorities and the Department for Education and Skills (the Government Department which deals with education) all hold information on students 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 students must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held and to whom it may be passed on.

Brooke Weston holds information on students 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 College 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 another school to which the student is transferring, to the Department for Education and Skills (DfES) and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

### Local Education Authority

The Local Education Authority uses information about pupils to carry out specific functions for which it is responsible, such as the identification of where pupils have transferred so as to make the task of tracking vulnerable pupils more secure. The statistics are used in such a way that individual pupils cannot be identified from them.

### Qualifications and Curriculum Authority

The Qualifications and Curriculum Authority uses information about students to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfES 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.

### Department for Education and Skills

The Department for Education and Skills uses information about students for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual students cannot be identified from them. The DfES will feed back to LEAs and schools information about their students 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.

Students, 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 your child wishes to access their personal data or you wish to do so on their behalf, then please contact the relevant organisation in writing.

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of twelve. We would therefore encourage you to share this note with your child if they are aged twelve or over.

Separately from the Data Protection Act, the Brooke Weston College's Funding Agreement provides a student's parent (regardless of the age of the student) with the right, on an annual basis, to view or to have a copy of their child's educational record at Brooke Weston College. If you wish to exercise this right, you should write to the College.

| <b>Addresses</b>  |  |   |
|---|--|---|
| <b>Brooke Weston College</b><br>Coomb Road<br>Great Oakley<br>Corby<br>NN18 8LA | <b>Data Protection Officer</b><br>DfES<br>Sanctuary Buildings<br>Great Smith Street<br>Westminster<br>LONDON<br>SW1P 3BT | <b>Data Protection Officer</b><br>QCA<br>83 Piccadilly<br>London<br>W1J 8QA |

## Data Protection Act (Careers Service)


For students approaching or above age thirteen, the College is required to pass on information to the Connexions Service. This information includes the name and address of the student and parent, and any further information relevant to the Careers Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment. However, parents or the student themselves if aged sixteen 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 a student aged sixteen or over, you do not want the Careers Service to receive from us information beyond name and address, then please contact the College within two weeks of receiving this note.

Since, for students aged sixteen or over, the right to ask for information beyond name and address not to be passed to the Careers Service rests with the student rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The DfES may also pass on information which they have about your child, but will not do so if you (or your child if aged sixteen or over) have notified the school that the Careers Service should not receive information beyond name and address.



## Data Protection Act (Careers Service) Reply

 Please complete the form below only if you **DO NOT** wish information to be passed onto the Careers Service.

Student's name

Parent/Guardian Signed

Dated

**Please return to the Finance and General Office**

### Office Use Only

Roll Number:

Tutor Group: