

CEDARS

Short Stay School

Policy Title	Data Sharing
Written By	SCC
Review Committee	Finance & Resource
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Responsible for Day to Day Management	PC

CEDARS

Data Sharing Policy

Organisations with which we share data

This document should be read in conjunction with the CEDARS Short Stay School's Privacy Notice.

CEDARS Short Stay School the Local Authority (LA) and the Department for Education (DfE) all hold information on pupils. This is to run the education system, and in doing so, they 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 purpose of this document is 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 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, personal characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are legally required to pass on some of this data to others. This includes the Local Authority, Healthcare and Primary Care Trusts (the NHS), to another school to which the pupil is transferring, to the Learning and Skills Council, the DfE, Ofsted and to the Standards and Testing Authority (STA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Authority**, which is Staffordshire County Council, uses information about pupils to carry out specific functions for which it is responsible. For example, the assessing of any special educational needs the pupil may have. It also uses the information to gather statistics to make essential decisions on, for example, funding schools, and to assess the performance of schools and set targets for them. It uses the statistics in such a way that individual pupils cannot be identified.

The **Learning and Skills Council** (LSC) 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. It uses the statistics, including those based on information provided by the STA, in such a way that individual pupils cannot be identified. On occasion, it may share information with other government departments or agencies strictly for statistical or research purposes only.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools. To assist schools in their self-evaluation and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **DfE**, uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfE will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school. The DfE will also provide Ofsted with pupil level data for use in school inspection. Where relevant, pupil information may also be shared with further education institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression and to provide detailed information back to LAs and learning institutions to support their day to day business.

The DfE may also use contact details from these sources to obtain samples for statistical surveys - these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies including the Office for National Statistics, for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way as to identify any individual in published results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DfE may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician. Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Parents can use this right on their child's 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:

- **The Headteacher of the school:** Pam Clulow
- **The Local Authority:** Access to Information Officer, Information Governance Unit, Staffordshire County Council, Staffordshire Place 2, Stafford, ST16 2LP
- **The Department for Education:** Data Protection Officer at DCSF, Caxton House, Tothill Street, LONDON, SW1H 9NA
- **Ofsted:** Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE ☐
- **Learning and Skills Council:** Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

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In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

Separately from the Data Protection Act, The Education Act provide a pupil's parent, regardless of the age of the pupil with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Your child, as soon as they are old enough to understand, has rights about information held on them under the Data Protection Act. 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 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.