



Your information and you

How schools handle your child's personal information

For parents and children

Hammersmith & Fulham Council

What this leaflet is about:

- what type of information is held about your child;
- why this information is held;
- some of the organisations that may see it; and
- what some of the organisations do with the information.

Schools

Schools process information on their pupils for the following reasons:

- To support their teaching and learning
- To monitor and report on their progress
- To make sure children get the help and support that they need at school
- To assess how well the school is doing in general
- Schools hold the following information:
 - Basic information such as your child's date of birth and details about you (such as your name and address)
 - Characteristics such as your child's ethnic origin
 - Information about your child's attendance in school
 - Information about your child if they are excluded from school
 - Information about child protection (if this applies)
 - Information about antisocial incidents like bullying or racism
 - Your child's national curriculum assessment results or p-scales, and foundation stage profile data. P-scales are a set of descriptions for recording the achievement of pupils with special educational needs.
 - Your child's special educational needs (if any) and any relevant medical information.

Transition from Primary to Secondary School

To make sure children get the help and support that they need at school, schools share information at secondary transfer.

The move from a primary school to a secondary can be challenging for all pupils. For children who are vulnerable it may be a very difficult time. To ensure all children make a good start, primary schools put together a set of information called a profile for those pupils who are thought to be vulnerable. Profiles cover the child's abilities, interests and strengths, behaviour and personal / social situation. The profiles go to the secondary schools which the children will attend. Profiles are sent after parents accept a place. They are also used to identify pupils who would benefit from the support of a transition tutor at any of our community secondary schools.

Schools should inform Parents / carers that teachers are creating profiles, usually in the Spring term before the move to secondary school. Parents and carers can request access to their child's school file at any time - please see "Your Rights" at the end of this document.

Your local authority - Hammersmith & Fulham Council - uses information about your child to carry out the following tasks for which it is responsible.

For children:

Assessing any special educational needs your child may have.

For the council and schools:

Assessing how schools are performing.

For other organisations:

Producing statistics for other government organisations and to help them make decisions about how schools and other services are funded.

Your child cannot be identified from these statistics.

If you would like know more about the Council's policies on access to information it holds, please visit these web pages

For access to data on individual children and young people -

http://www.lbhf.gov.uk/Directory/Council_and_Democracy/Data_Protection_and_Freedom_of_Information/Data_Protection_Act/39929_Data_Protection_Act.asp

For access to general data -

http://www.lbhf.gov.uk/Directory/Council_and_Democracy/Data_Protection_and_Freedom_of_Information/Freedom_and_Information_Act/33620_Freedom_of_Information_Service.asp

The Department for Education

The Department for Education (DfE) uses information about children to:

- carry out research and produce statistics to influence and improve education policy;
- monitor how the education service is performing in general;
- give local authorities and schools feedback on information about their schoolchildren for a range of purposes including checking information is correct, measuring how schools are performing and to get information which is missing because it was not passed on by a child's former school;
- provide the Office for Standards in Education (Ofsted) with information about children to use in their school inspections;
- share children's information with learning institutions for over 16s to reduce the work for these institutions when pupils apply for courses, and to help these institutions prepare learning plans.
- The Department for Education (DfE) may also use the information they hold about children to match it with other information they hold to:
- develop and monitor children's progress in education; and
- provide the local authority and schools with full information to support their day-to-day business.

Matching information involves processing individual children's information, but it will not be processed in a way which identifies individual children or supports measures or influences decisions relating to particular children.

Please visit

<http://www.dfe.gov.uk>

for more information on the DfE, or write to:

Data Protection Officer DfE Caxton House, Tothill Street London SW1H 9NA

Children in need

Children's services collect information on children who need help, support or care from the local authority. Children in Need may be in the care of the local authority or they may have a Child Protection Plan. They may have other needs which the council is working with the child and parents to meet. From 2009 there will be an annual Children in Need Census to gather this information in England. Councils will remove any information which could identify a child before they send the Census to the Department of Children, Schools and Families. The Census will give the Government a great deal of information on the needs of children across England and the work that children's services do.

The Qualifications and Curriculum Authority (QCA)

The Qualifications and Curriculum Authority (QCA) uses children's information to put together the national curriculum assessments portfolio throughout their school career. This includes both compulsory assessments and those that are optional. The QCA also use the information to work out how effective the national curriculum is and its associated assessment arrangements, and to make sure that these are continually improved.

The QCA pass the results of these assessments on to the DCSF so they can produce statistics on trends and patterns in the levels of what children achieve.

You can find information about the QCA on their website at www.qca.org.uk. Or, you can contact: Data Protection Officer QCA 83 Piccadilly London W1J 8QA

The Office for Standards in Education

The Office for Standards in Education, Children's Services and Skills (Ofsted) uses information about pupil's progress and performance to:

- help inspectors measure schools' work; and
- help schools measure their own performance, and as part of Ofsted's assessment, measure how effective their education initiatives and policies are. Ofsted's assessment, measure how effective their education initiatives and policies are.

Ofsted includes the Adult Learning Inspectorate (ALI) which reports, both to the Secretary of State for Children, Schools and Families and to the public, on the quality of education and training adult learners and young people in England receive. The ALI is responsible for inspecting all publicly funded work-based training for people over 16 and learning for people aged 19 and over.

ALI inspectors are also responsible for inspecting learning in prisons and all adult and community education, carrying out area inspections of provision for 16 to 19-year-olds to support Ofsted, and learning online through learndirect provided by the University for Industry.

Visit Ofsted's website at <http://www.ofsted.gov.uk/> for more information. Or, contact:

Data Protection Officer Alexandra House 33 Kingsway London WC2B 6SE

The Learning and Skills Council (LSC)

The Learning and Skills Council (LSC) uses information about pupils aged 14 years and over, to produce statistics, to measure and develop education policy and monitor the education service in general.

The LSC use these statistics (including those based on information provided by the QCA) in a way that individual pupils cannot be identified from them. Sometimes, the LSC may share information about children with other government departments or agencies but this will only be to produce statistics or carry out research.

The LSC or its partners may also want to contact learners from time to time about relevant courses or learning opportunities.

You can get more information from the LSC's website at <http://www.lsc.gov.uk>

Or, you can contact:

Data Protection Officer Cheylesmore House Quinton Road Coventry
Warwickshire CV1 2WT

Managing Information Across Partners

The LSC also manage the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. MIAP aims to make the collection of information about learning and what people achieve, as well as how it is handled and shared across the education sector, more efficient.

You can find more information about MIAP membership on their website at <http://www.miap.gov.uk/>

LSC is responsible for developing and running the Learner Registration Scheme (LRS), and for creating a record of achievement for each learner. If your child is 14 or over and registering to study for GCSEs or A-levels, their school will pass on certain details about them to the LRS to create a reference number and maintain certain details about your child. They will also give the MIAP Service information about what your child has achieved to create and maintain a learner record for your child.

The Learner Registration Service will let organisations that have legal permission see the information held about your child using the reference number. You can see the details about these organisations at www.miap.gov.uk You can choose not to allow these organisations to see your child's information. You can find details of how to do this at <http://www.miap.gov.uk/>

If you want more information on MIAP visit their website at <http://www.miap.gov.uk/>. Or, contact:

Data Protection Officer Cheylesmore House Quinton Road Coventry
Warwickshire CV1 2WT

Connexions

Connexions is the Government's career support service for all young people aged 13 to 19, in England. It also provides support for young people up to the age of 25, who have learning difficulties or disabilities (or both).

Connexions personal advisers offer different types of support and bring together all the services and support young people need during their teenage years. Some young people may only need careers advice.

But, for others it may involve more support to help identify barriers to learning and find solutions for them to get more specialist support, for example, for disabled young people, drug abuse, sexual health and homelessness. Personal advisers work in a range of settings including schools, colleges, one-stop shops, community centres, homes and other places where young people might be.

By law, schools must pass certain information about children over 13 to Connexions.

Schools will give Connexions your name and address and your child's name and address. The school will send other information required by Connexions to provide a service to your child. The local authority and the DCSF may also give Connexions information about your child. You or your child (if aged 16 or over) can ask the local authority or DCSF not to pass on information to Connexions other than your or your child's names and addresses.

Connexions

London Borough of Hammersmith & Fulham
1st floor, 181 King St, Hammersmith W6 9JT

Telephone: 020 8753 3670 Email: connexions@lbhf.gov.uk

Primary Care Trusts (PCTs)

Primary Care Trusts (PCTs) use children's information to carry out research and produce statistics to monitor, measure and develop local health services. The PCT employs staff like health visitors and school nurses who may work in your child's school. Primary Care Trusts use their statistics in such a way that will not identify your child.

The PCT may be given information on your child's height and weight and may have to keep details of your child's names to do this following a weighing and measuring exercise set by the Department of Health.

You can find more information on the following websites:

Hammersmith and Fulham Primary Care Trust

<http://www.hf-pct.nhs.uk/index.asp>

A-Z List of All NHS PCTs - Primary Care Trusts in England

<http://www.nhs.uk/servicedirectorios/pages/primarycaretrustlisting.aspx>

The Department of Health

The Department of Health uses information about children's height and weight in different year groups to carry out research and produce statistics to inform, influence and improve health policies and to monitor how the health service is performing as a whole. This information will not identify any child.

The Department of Health will base their discussions with Strategic Health Authorities on how they manage themselves by using statistical information about pupils who go to schools in the area of the Primary Care Trust.

The Department of Health will also provide statistical information about the Primary Care Trust to the Healthcare Commission to assess how the health services are performing in general.

For more information, visit the Department of Health's website at <http://www.dh.gov.uk/en/index.htm>. Or, contact:

Data Protection Officer Skipton House 80 London Road London SE1 6LH

Data protection

By law, all organisations that hold personal information about anybody have to make sure that the information they hold is secure. They also have to make sure that only people who have permission to see this information can see it if they need to carry out their work.

We take great care to make sure that the personal information we keep about children, both on paper and on computer, is safe.

All staff that use children's information must have relevant checks and training for the type of information they handle.

Your Rights

Under the Data Protection Act 1998, schoolchildren have certain rights. These include a general right to see personal information held about them by any organisation.

They would have to ask in writing to see their personal information. This request is known as a 'Subject Access Request' (SAR).

We generally consider children aged 12 and over as mature enough to understand their rights and to make a Subject Access Request themselves if they want to. If your child is younger than 12, you will normally have to ask on their behalf to see the information held about them.

To carry out their responsibilities under the Data Protection Act 1998, your child's school may, before they respond to your or your child's request, ask you for proof of your or your child's identity and other information to find the personal information you or your child have asked for. You also have the right to see, or have a copy of, your child's educational record at their school. If you want to see your child's educational record you should write to their school.

Under the Learning and Skills Act, you or your child (if they are 16 or over) can also ask that your child's school does not pass on any information other than your or your child's name and address to Connexions - see page 9. If you do not want Connexions to receive any other information about you or your child, please contact your child's school.

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