



May
2023

Dear Parent/Carer

GENERAL DATA PROTECTION REGULATIONS

Schools, Local 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 2018. 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.

The **school** 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 school as a whole 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 the Local Authority (LA), to another school to which the student is transferring, to the Department for Education (DfE), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Authority** uses information about students to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the student 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 students cannot be identified from them. The LA will feed back to 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, and for the provision of their public services.

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 DfE 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 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 DfE will feed back to LAs 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 General Data Protection Regulation, 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:

- The school Data Protection Officer at Shiphay Manor Drive, Torquay, TQ2 7EL;
- The LA's Data Protection Officer at Town Hall, Castle Circus, Torquay, TQ1 3DS;
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, London, W1J 8QA;
- The DfE Data Protection Officer at DfES, Caxton House, Tothill Street, London, SW1H 9NA.

Please note that all rights under the General Data Protection Regulation, 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 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from the General Data Protection Regulation, DfE regulations provide a student's parent (regardless of the age of the student) 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.

Providing information to Careers South West

For students approaching or above age 13 the school is required to pass on information to the Careers 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 students themselves if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Careers South West. If as a parent, or as a student aged 16 or over, you do not want Careers South West to receive from us information beyond name and address, please indicate on the SIMS data collection form upon enrolling (otherwise write to us at enquiries@tbgs.torbay.sch.uk).

Since, for students aged 16 or over, the right to ask for information beyond name and address not to be passed to Careers South West rests with the student rather than the parent, it is particularly important that you share this letter with your child if they are of this age.

The LA and DfE may provide Careers South West with information which they have about your child, but will not pass on any information they have received from us if you (or your child aged 16 or over) have notified the school that Careers South West should not receive information beyond name and address.

Yours sincerely



P Lawrence, B.Sc., P.G.C.E.
Headteacher