



Fair Processing Notice

Childwall Sports College processes personal data about its pupils and is a 'Data Controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- Support its pupils Teaching & Learning
- Monitor and Report on their progress
- Provide appropriate Pastoral Care
- 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 the school is required to pass on some of this data to Local Authorities, The Department for Children, Schools and Families (DCSF) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, The Department of Health (DH), Primary Care Trust's (PCT). All these are Data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The **Local Authority** (LA) use information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs.

The **Qualifications and Curriculum Authority** (QCA) uses information about pupils to administer National Curriculum Assessments. The results of these are passed on to the DCSF to compile statistics on trends and patterns in levels of achievement.

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.

Pupils as data subjects have certain rights under the Data Protection Act, including access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf then please contact Childwall Sports College, in the first instance direct your request towards Mr Grahame Clark , Systems Manager at Childwall Sports College.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions Services. Connexions are the Government Support Service for all young people aged 13-19 years in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions Services' role. However parents or the pupils themselves if aged 16 years or over, can ask that no information beyond name and address (for pupil and parent) be passed onto Connexions. If as a parent, or as pupil aged 16 years or over you wish to opt out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

The Local Authority and DCSF may supply to Connexions' services providers information which they have about children, but will not pass on any information they have received from the school if parents (or the children themselves if aged 16 years or over) have notified the school that Connexions should not receive information beyond name and address.

Current Data Held On Pupils at Childwall Sports College

Parents are advised that the following information is held on pupils at Childwall:

- Full name
- Unique Pupil Number (UPN)
- Address and postcode
- Entry dates
- Previous school or schools
- Relevant medical information
- Telephone number
- Free school meal information
- Class and teaching details
- Parental and Guardian contact details
- Attendance data
- Keystage 2 to Keystage 5 results
- Behavioural issues
- Mode of transport
- Religion
- Ethnicity

If parents or carers require any further information they should contact the school immediately.

D.W.Phillips
Headteacher