

This notice gives additional information to the notice sent to you in September and provides further information about the processing of pupils' personal data by the other organisations mentioned in that notice.

Copley High School 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 and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- 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. Copley High Schools website address is - www.copley.tameside.sch.uk and the postal address is Huddersfield Road, Stalybridge, SK15 3RR.

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), (which also has responsibility for ContactPoint see below) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), [and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme]. All these are data controllers for the information they receive. The data must only be used for specific purposes allowed by law.

The Children Act 2004 Information Database (England) Regulations 2007 requires maintained schools to supply basic contact information to ContactPoint ¹

The **Local Authority (LA)** uses 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 child 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 children cannot be identified from them. The LA is also required to maintain the accuracy of the information held on ContactPoint about children and young people in their area. ²

Data Protection Queries please contact: Tameside's Legal Services on: 0161 342 8355 Council Offices, Wellington Road, Ashton Under Lyne, OL6 6DL <http://www.tameside.gov.uk/>

¹ ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to delivery more coordinated support.

² Website and postal address for Data Protection Officer at LA

The **Qualifications and Curriculum Authority (QCA)** uses information about pupils to administer the national curriculum assessments portfolio throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DCSF 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.

www.qca.org.uk **Data Protection Officer, QCA, 83 Piccadilly, LONDON, W1J 8QA;**

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. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas. Inspection reports do not identify individual pupils.

www.ofsted.gov.uk **Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE;**

The **Learning and Skills Council (LSC)** uses information about pupils for statistical purposes, to evaluate and develop education policy and 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 pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

www.lsc.gov.uk **Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT**

Learner Registration System (LRS)³ The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at www.miap.gov.uk

LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record.

³ LRS only required for secondary schools

For pupils of 14 years and over and for pupils registering for post-14 qualifications, the school will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at www.miap.gov.uk to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

