



St Gregory the Great Catholic School

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Headteacher: Mr J J Hussey

2008-9 Academic Year
From 5 December 2008

Dear Parent/Carer (and students of age 13 and over)

FAIR PROCESSING NOTICE

I am writing to you because, by law, I have to inform all parents and students once a year about their rights with regard to data processing. You do not need to respond to this letter, unless you wish to request further information, or you wish to 'opt out' of data other than name and address being made available to Connexions. Further information about this is outlined below.

St Gregory the Great Catholic 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 data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. 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 Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned above and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school. 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,



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Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found in the Fair Processing Level 2 document, available on www.stgregory.oxon.sch.uk, or for those pupils/parents where this is not practical, a hard copy can be obtained from Miss J Wyatt, Data Manager, at St Gregory the Great Catholic School, 01865 749 933.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 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 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 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.

Your attention is drawn to Layer 2 of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. This Layer 2 Notice can be viewed on the school website at www.stgregory.oxon.sch.uk or a hard copy obtained by contacting Miss J Wyatt, Data Manager, at St Gregory the Great Catholic School, Cricket Road, OXFORD OX4 3DR, Telephone 01865 749 933.

I apologise for the nature of this letter – by law I have to inform you of your rights in a particular way, which is not very user-friendly. Please do not hesitate to contact me if you have any questions about this matter.

Yours sincerely

Miss J Wyatt
Data Manager