

Data Protection

The information stored on our computer system is very similar in content to that recorded in the school admission register and on the pupils' personal record cards. It is used to assist the school in the management of personal and academic records and is treated confidentially by those members of staff who have a legitimate right to use it. Access to the data is governed by a series of computer passwords known only to those authorised by the Headteacher.

The type of personal information required by the school and stored on the computer includes:

- ◆ The name, date of birth, address and telephone number of the child.
- ◆ The names of his/her parents or guardians.
- ◆ A record of two emergency contact names and telephone numbers.
- ◆ The child's religion (if any).
- ◆ The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school.
- ◆ The type of mid-day meal taken.
- ◆ The method of travel to school.
- ◆ Ethnic group and language spoken at home.

Much of this information is contained on the school admission form, which all parents are asked to complete when registering their child for school. In order that data can be kept up to date and accurate, parents are requested to ensure that any change in their child's personal details are made known to the school *as soon as they occur*. It is envisaged that for statistical purposes, data will be stored for a maximum of five years after the child has left the school. The majority of the information will, however, be destroyed within two years of the child leaving. The type of academic data to be stored on computer will include details of the child's class registration group, the results of national curriculum assessments, teacher assessments and other standardised testing.

As a registered data user, the school will take every precaution to ensure that pupil data stored on computer will be held and used only for specified and lawful purposes and will not be disclosed in any manner incompatible with those purposes. Any parent wishing to examine the data related to their child, should apply to the Headteacher for access. As laid down by the Data Protection Act, a fee may be payable for photocopying . (Currently 20p per page).