

## FAIR PROCESSING NOTICE

The Ferns Primary Academy 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), Contact Point. 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.

Pupils, as data subjects, have certain rights under the Data Protection Act 1998, 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, see below. A further document, which is available through school, gives more 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.

- [www.thefernsacademy.org](http://www.thefernsacademy.org) The Principal, The Ferns Primary Academy, Plodder Lane, Farnworth, Bolton BL4 0DA
- [www.bolton.gov.uk](http://www.bolton.gov.uk) Knowledge and Information Manager, Information Management Unit, Bolton Children’s Services, 1<sup>st</sup> Floor, Paderborn House, Bolton, BL1 1JW
- [www.DCSF.gov.uk](http://www.DCSF.gov.uk) Data Protection Officer, DCSF, Sanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT
- [www.qca.org.uk](http://www.qca.org.uk) Data Protection Officer, QCA, 83 Piccadilly, LONDON, W1J 8QA
- [www.ofsted.gov.uk](http://www.ofsted.gov.uk) Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE
- [www.lsc.gov.uk](http://www.lsc.gov.uk) Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT
- <http://www.bolton.nhs.uk/> Bolton Primary Care Trust, St Peter’s House, Silverwell Street, Bolton BL1 1PP
- [www.dh.gov.uk](http://www.dh.gov.uk) Data Protection Officer at Skipton House, 80 London Road, London SE1 6LH