

September 2009

Dear Parents,

Fair Processing Notice — Summary

We collect, use and store information about our pupils. This information helps us:

- Support our pupils' teaching and learning;
- Follow and report on our pupils' progress;
- Provide the right care and support for our pupils; and
- Understand how well our school is doing as a whole.

The information we keep includes contact details, assessment marks and results, attendance records, other information such as ethnic group or religion, special educational needs and any relevant medical information.

We are required (under the Data Protection Act) to take care of all information and we take this responsibility seriously.

Sometimes, we have to pass on some of this information to other organisations. These include:

- *Local authorities* (like Solihull Metropolitan Borough Council);
- *The Department for Children, Schools and Families* (DCSF);
- *The Qualifications and Curriculum Authority* (QCA);
- *Ofsted* (The Office for Standards in Education);
- *The Learning and Skills Council* (LSC);
- *The Department of Health* (DH); and
- *Primary Care Trusts* (PCT).

All these are organisations have to follow the Data Protection Act in the same way that we do.

We also have to give very basic information about every pupil to *ContactPoint*. ContactPoint is a national directory that will help people who work with children and young people and give them better support.

The Data Protection Act gives pupils some rights because the information is **about them**. This includes being allowed to see the information held about them by us or any of the other organisations mentioned above.

As a general guide, a child of 12 or older is expected to be mature enough to understand the request they are making. Parents (or carers) can ask to see the information for their child until their child is old enough to understand for themselves. This can only be done by adults who have *parental rights* over the child. A child may, of course, be mature enough at an earlier age or may not be mature enough until a later age. So, requests will be considered on a case-by-case basis.

If you want to see your information or your child's information, you need to write to the organisation that has it. You can get details of the other organisations' addresses from www.solihull.gov.uk/schoolsfpn if you have internet access. If you don't, you can get the addresses from us as a paper copy. The addresses are given in a longer version of this notice. The longer version also gives you more information about what the organisations do and how they use the information.

If you would like to ask to see the information **we** hold, you should write to:

Mr. R. Pascoe
Chair of Governors
Valley Infant School
Fallowfield Road
Solihull B92 9HQ

If you would like to see the information held by **Solihull Council**, you should write to:

Data Protection Officer
Solihull Metropolitan Borough Council
Council House
Solihull
West Midlands
B91 9QU

www.solihull.gov.uk

Yours sincerely,

R.J. Narroway
Head Teacher