



St James' Church of England Junior School

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Headteacher: Mr Andrew Beattie

"With exploring minds, and faith, we achieve our challenging goals."

Sept 2017

Dear Parent

FAIR PROCESSING NOTICE (PRIMARY) – LAYER ONE

St James CE Junior 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 Education (DFE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT). 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, 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 obtained from the school office, please contact Mrs Bragg.

Layer 2 of this Fair Processing Notice, gives supplementary information about the processing of pupil data by the organisations mentioned above, and the Full Notice (Layer 3) gives greater details of how the pupil data is processed and the rights of parents and pupils. Both these documents will be posted on our notice-board but a copy of either or both of these documents can also be obtained by contacting Mrs Bragg at the school office telephone 01946 695311.

Yours sincerely

Mr A Beattie
Headteacher