

ROYAL WOOTTON BASSETT ACADEMY

FAIR PROCESSING NOTICE

DATA PROTECTION ACT

ROYAL WOOTTON BASSETT 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 Academy 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 Academy 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 Teaching Agency(TA), Standards and Testing Agency (STA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned below) and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme, ParentPay (for securely managing electronic payments) 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 an Academy in England is also required by law to supply basic information to ContactPoint ¹ 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 Academy. ¹

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 on the following website www.woottonbassett.wilts.sch.uk or for those pupils/parents where this is not practical, a hard copy can be obtained from the Academy by telephoning 01793 841900.

¹ 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, making it easier to deliver more coordinated support

For pupils of 13 years and over, the Academy 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 Academy information beyond name and address, then please contact the Academy.

ParentPay is used to securely manage and efficiently process electronic payments to the Academy for the purposes of cashless catering, purchasing uniform or other payments to the Academy. specifically for use in connection with providing those services. The information that is provided to them includes the name and address of the pupil and parent and is protected by a confidentiality agreement and is used solely for fulfilling and maintaining the security of the service. ParentPay is required to process the information in accordance with the DPA and our specific instructions. ParentPay's data protection policy is set out here: <https://www.parentpay.com/Schools/ParentPay-security-data-protection/>.

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. Either can be obtained by viewing on our website: www.rwba.org.uk or by writing to: ROYAL WOOTTON BASSETT ACADEMY, Lime Kiln, Royal Wootton Bassett, Wiltshire, SN4 7HG.