



DALE HOUSE INDEPENDENT SCHOOL

Dear Parent,

FAIR PROCESSING NOTICE

The following is a notice that school is required to issue to parents of children under 12 years of age that attend our school.

The 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.
- Assess how well the school, as a whole, is doing.

This data includes contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us, and personal characteristics such as their ethnic group and any special educational needs they may have, as well as 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 (LA), the Department for Education (DfE) and to agencies that are prescribed by law such as Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH) and 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. 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 school.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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, please contact the school or relevant organisation in writing. If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Kirklees Council, Information Access Officer,
Email: data.protection@kirklees.gov.uk
Telephone: 01484 221000
- Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester M1 2WD
Website: www.education.gov.uk
Website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Yours sincerely,

Mrs S.M.G. Fletcher
Headmistress

School Contact Details:

Post: Dale House School, Ruby Street, Carlinghow, Batley, West Yorkshire, WF17 8HL
Email: admin@dhschool.freemove.co.uk
Telephone: 01924 422215