



SHROPSHIRE'S PRIVACY NOTICE & SECONDARY REGISTRATION FORM

Dear Parent/Carer,

Because you have transferred into our secondary school either from outside Shropshire, from an academy or a private school within Shropshire, we need to issue you with a Shropshire Privacy Notice (PN) and ask you to complete a new school registration form. Please would you kindly complete all the details on pages 3 to 7, sign on page 7 and return them to the school administrator as soon as possible so that we can put them onto our school database. At the same time this PN tells you what we use this information for and how we ensure that it is not passed to others without secure measures taken. Please keep pages 1 & 2 in case you want to access the full version PN. If you wish to view the full PN, please go to www.shropshire.gov.uk, under the search facility type "**Privacy Notice**" and then click on the appropriate **Schools Privacy Notice**. Alternatively, please ask to see a hard copy here at the school. We can let you have a copy of the full version if you wish.

Birth certificates: please would you bring into the school your child's birth certificate (or adoption certificate details where the original birth certificate is no longer relevant). This is simply to ensure that the correct legal name is on the school's database. You may leave a copy with us if you wish. If you want your child to be "known as" another name, we will ensure that all correspondence with you uses that name. However, we cannot use the "known as" name as the legal name on our school systems.

Our school processes personal data about our pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. We process this data to:

- support our pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care; and
- assess how well we are doing overall.

The data used includes:

- contact details;
- national curriculum assessment results;
- attendance information;
- characteristics such as ethnic group or travel to school;
- special educational needs; and
- any relevant medical information.

This data may only be used or securely passed on for specific purposes allowed by law. From time to time we may be required to pass on some of this data to:

- Shropshire Council;
- the Department for Education;
- the Standards and Testing Agency (STA);
- Ofsted;
- the Department of Health;

- Shropshire Community Health NHS Trust;
- Skills Funding Agency;
- organisations that require access to data in the Learner Records;
- The LA may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.

All of these are “data controllers” in respect of the data they receive, and are subject to the same legal constraints on how they deal with the data. They may use individual, group or global data as appropriate to carry out their functions.

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 child’s data, then please contact us or the relevant organisation in writing. Details of these organisations can be found on the Shropshire website (www.shropshire.gov.uk) or for those pupils/parents where this is not practical, a hard copy can be obtained direct from us at the school or from the Data and Information Team, Learning and Skills, Business Support, at the Shirehall.

Having received this PN and provided the attached school registration form to us at the school, this should suffice for the whole of the time your child stays in a Shropshire maintained school as all the details will be transferred to your child’s new school. If, however, you transfer out of the county, to an academy or to a private school, you should be issued with a new PN appropriate to your new local authority or school. Thank you for reading this – please would you now go to page 3 and complete the information we need to process your child’s admission and registration into our school. Your help in completing this form is much appreciated.

School Administrator

Form correct as at: May 2014