



St Cuthbert's RC Primary School

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'Excellence through challenge and opportunity'

Head Teacher **Mrs C Swales** Deputy Head **Mr G Kelly**

10 November 2008

Data Protection

Under the terms of the Data Protection Act 1998, the school must ensure that the information held about young people is accurate and up to date.

There is a requirement for us to tell you about the types of data held, why it is held and to whom it may be passed on. The school holds information in order to support the teaching and learning, to monitor and report on pupil progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing.

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 Children, Schools and Families (DCSF), the Qualifications and Curriculum Authority, Ofsted, and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme. 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.

To ensure that accurate records are kept, please complete the reply slip attached and return to school as soon as possible.

Thank you

Mrs Clare Swales
Head Teacher



Fair Processing Notice - Reply Slip

I confirm that I have received the Fair Processing Notice from [St Cuthbert's RC Primary School](#).

I confirm that I have advised the school of any changes of personal details in the past year.

Student Name: Class:

Parent/Carer Name:

Signature: Date:

PLEASE DETAIL BELOW ANY CHANGES WHICH WE MAY NOT BE AWARE OF.