

DATA PROTECTION ACT- COMPUTER STORED INFORMATION

Information is stored on the computer that is very similar in content to that currently recorded in the schools admission register and on the pupils' personal record cards. It will be used to assist the school in the management of personal and academic records and will be treated confidentially by those members of staff who have a legitimate right to use it. Access to the data will be governed by a series of computer passwords known only to those authorised by the Headteacher.

The type of personal information required by the school and stored on the computer may include:

1. The name, date of birth, address and telephone number of the child
2. The name of his/her guardians
3. A record of two emergency contact names and telephone numbers
4. The child's religion
5. The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in the school.
6. The type of mid-day meal taken
7. The method of travel to school
8. Ethnic group and language spoken at home

Much of the information is contained in the school admissions form which all parents are asked to complete when registering their child for the school. In order that data can be kept up to date and accurate, parents are requested to ensure that any changes in their child's personal details are made known to the school as soon as they occur. It is envisaged that for statistical purposes, data will be stored for a maximum of five years after the child has left the school. The majority of information will be destroyed within two years of the child leaving.

The type of academic data to be stored on computer will be details of the child's class registration group, the results of national assessment, teacher assessment and other standardised testing and any relevant data relating to special educational needs.

As a registered data user, the school will take every precaution to ensure that pupil data stored on a computer will be held and used only for specified and lawful purposes and will not be disclosed in any manner incompatible with those purposes. Any parent wishing to examine the data related to their child should apply to the Headteacher for access in writing.

Please acknowledge receipt of this letter by completing the attached form.

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Audley Community Infant School

Child's name Class

I / we acknowledge receipt of your letter regarding The Data Protection Act

Signed Parent /Guardian Date