



TO: Parent/Guardians/Pupils

New Fair Processing Notice

I would like to take this opportunity to bring to your attention the New Fair Processing Notice, which is attached. A more detailed notice is available on request from the school Business Manager, Mrs J Bailey.

The Fair Processing Notice explains the legal framework that applies to the use of personal data, in particular the circumstances in which bodies may share or disclose the data to third parties.

Following the introduction of the national ContactPoint system, the governing body of a maintained school in England is required by law under Section 12 of the Children Act 2004, to supply basic information to this directory. This includes the name and address of children within the school and contact details for the parent(s) or carer(s).

ContactPoint is part of the Every Child Matters agenda and will be available to authorised staff working with children and families to quickly identify other professionals involved, and will enable more effective multi-agency working. The purpose of ContactPoint is to help improve services to children with a strong emphasis on early intervention and prevention.

ContactPoint is a national system that will contain details of every child in England; from ages 0 -18. The Government's expectation is that the details of all children will be included within the system, with some very limited exceptions. The exception would include children whose welfare would be put at increased risk of significant harm by having their information available on ContactPoint. An example of this would be children on a Witness Protection programme or those fleeing domestic violence.

Only authorised staff working with children and vulnerable adults will be given access to ContactPoint.

Please find attached a data sheet setting out what data will be passed to ContactPoint in addition to the data included in the school census. If any of these items have recently changed, please inform the school administrator.

Please take time to read through the notice carefully and contact the school if you are unclear of the procedure to follow.

Yours sincerely

Mrs G Metcalfe
Headteacher

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