



DATA PROTECTION ACT- COMPUTER STORED INFORMATION

Dear Parent

A management computer system is installed in the Centre. This greatly improves the speed and accuracy with which we can access information related to our children.

The information stored on the computer is used to assist the Centre 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 Head of Centre.

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

- a) the name, date of birth, address and telephone number of the child
- b) the names of his/her parents or guardians
- c) a record of emergency contact names and telephone numbers
- d) the child's religion (if any)
- e) 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 Centre
- f) the method of travel to the Centre
- g) ethnic group and language spoken at home

In order that the data can be kept up to date and accurate, parents are requested to ensure that any changes in their child's details are made known to the Centre as soon as they occur.

The type of academic data to be stored on the computer will include details of the child's Year and Class and may also include the results of any assessments.

As a registered data user, the Centre will take every precaution to ensure that pupil data stored on the 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 head of Centre for access.

Please keep this letter for your records.