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16 November 2010
Our ref 0911/CF/letter
Your ref

Headteachers and School Administrators
All Schools and Pupil Referral Unit

Dear Colleague

**Re STATUTORY REQUIREMENTS WITH RESPECT TO "PRIVACY NOTICES" UNDER THE
DATA PROTECTION ACT: AUTUMN 2010 UPDATE**

To meet the requirements of the Data Protection Act 1998, schools need to issue the Privacy Notice (PN) to all parents summarising the information held about pupils, why it is held, and the third parties to whom it may be passed. It is a statutory requirement for schools to issue these PNs to all parents. (for children aged 12 or more, the letter needs to be sent to both the parent and the pupil).

Department for Education (DfE) has updated its advice to Local Authorities (LAs) and schools. This guidance supersedes that previously issued to LAs and schools. Privacy notices **do not** need to be re-issued annually.

- **PRIVACY NOTICE** for Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings, (attached) is a brief one page notice **to send to all parents / pupils age 12+**

The following two documents are available on the Lewisham website and schools can, where possible, make them available to parents / pupils on their own websites. These do not have to be sent to parents / pupils. The school has to make a paper copy available to any parent / pupil who requests it. (use the Fronter Web site (Performance) to access electronic copies of these documents for your website.

- **PRIVACY NOTICE** – what the DfE does with pupils' and children's data
- **PRIVACY NOTICE** – what the LA does with pupils' and children's data

The PRIVACY NOTICE for schools contains places for each school to insert its own contact details: both school web details and contact person with postal address.

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The new Privacy Notice needs to be sent to all parents / pupils during the Autumn term 2010, and also to parents / pupils when a new pupil joins your school after this time.

Yours sincerely,

A handwritten signature in black ink that reads "Christine French". The script is cursive and fluid.

Christine French
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