

Fair Processing Notice

"Fair processing" under the Data Protection Act 1998

Hamilton Lodge School processes personal data about its pupils and is a 'data controller' in respect of this for the purpose of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning; - monitor and report on their progress; - provide appropriate pastoral care, and - assess how well the school as a whole is doing

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

To meet the requirements of the Data Protection Act 1998, schools need to issue a Fair Processing Notice to parents and/or pupils summarising the information held about pupils, why it is held and the third parties to whom it may be passed on.

The Fair Processing Notice comes in two parts;

- the summary (layer 1) to download please [click here](#) - the full text (layer 2) to download please [click here](#)