



Guidance on Access to Student Records



Aims

To enable access for all stakeholders who have the legal right to access students' records

This will be achieved by:

- Meeting the Academy's responsibilities under the Data Protection Act 1998 with regard to requests for information
- Granting all legitimate requests for information except in the case of the following:
 - information which might cause serious harm to the physical or mental health of the student or another individual
 - cases where the disclosure would reveal a child is at risk of abuse
 - information contained in adoption and parental order records
 - information given to a court in proceedings under the Magistrates' Courts (Children and Young persons) Rules 1992
- copies of examination scripts
- providing examination marks before they are officially announced

Targets/Outcomes

Students' records will be kept in digital form in a secure drive that can only be accessed by Academy staff and that with express permission or rights at the discretion of the Principal.

Definition:

- information held on computer (or other automated means)
- information held in structured files
- information in the educational record regardless of the form in which it is held
- unstructured information, for example, held in loose correspondence

Roles and Responsibilities:

Students will be allowed to access their records and those responsible should take into account whether:

- the child wants their parent (or someone with parent/carer) responsibility for them to be involved in the request
- the child properly understands what is involved in making the request and the type of information they will receive

All staff will:

- Access and upgrade student records where necessary to support their welfare, educational experience and

In addition **teaching staff** will:

- Access student records where necessary to support their learning and enable appropriate levels of challenge and differentiation
- Maintain accurate records of communication with parents/carers, achievement grades/levels, merits and demerits, and any additional information relating to the student

Parents/ carers will:

- Make requests for information in writing to the Governing Body and will expect to have received a response within 15 days
- Obtain additional or further information from the website www.ico.gov.uk

Academy SLT will:

- Support staff in training and following procedures to maintain the integrity and accessibility of students records
- Ensure that student records are maintained in a secure digital location
- Ensure paper documents are scanned in sufficient resolution to enable them to be clearly read
- Implement, monitor, review and revise the policy with Governors

Related Docs:

- www.foi.gov.uk/practitioner/feesguidance.htm
- www.ico.gov.uk
- ICO data Protection Guidance Note V2.0 (E) 24/01/07