

# Churchfields Infants' School, Nursery Unit & Language Facility

## PRIVACY NOTICE

For Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

### Privacy Notice - Data Protection Act 1998

We **Churchfields Infants' School** are a data controller for the purposes of the Data Protection Act. We collect information from you regarding your child and may receive information about your child from previous schools and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information\* and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information.

***We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about your child to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about your child that we hold and/or share, please contact Carole Allan, Office Manager, Churchfields Infants' School

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[http://www.redbridge.gov.uk/cms/education\\_and\\_young\\_people/school\\_support\\_information/strategies\\_plans\\_and\\_policy.aspx](http://www.redbridge.gov.uk/cms/education_and_young_people/school_support_information/strategies_plans_and_policy.aspx)

and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

<ul style="list-style-type: none"><li>• Research &amp; Data Team Lynton House 255-259 High Road Ilford Essex IG1 1NN</li></ul>	<ul style="list-style-type: none"><li>• Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a> email: <a href="http://www.education.gov.uk/help/contactus">http://www.education.gov.uk/help/contactus</a> Telephone: 0370 000 2288</li></ul>
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\*Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

### Privacy Notice for Pupils in School 2014 - Data Protection Act 1998

Name of Child ..... Class .....

I have read and understood the information provided in the Privacy Notice.

Signed ..... Date .....

Parent/Guardian