

# **Churchfields Infants' School, Nursery Unit and Language Facility**



## **Privacy Notice**

**For Parents/Children**

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 to your child
- Protect your child's welfare
- Administer admissions waiting lists
- Carry out research
- Assess how well our school is doing and the quality of our services
- Comply with the law regarding data sharing

This information includes:

- Your child's contact details, contact preferences, date of birth and identification documents
- National curriculum assessment results and records
- Attendance information\*
- Safeguarding information
- Personal characteristics (ethnic group, special educational needs, free school meals eligibility)
- Relevant medical information
- Photographs
- Details of any support received (including care packages, plans, support providers)

***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. This consent can be withdrawn at any time.***

We are required to provide information about your child to the Department for Education and the Local Authority as part of statutory data collections (eg School Census). Some of this information is held electronically on the **National Pupil Database** (owned and managed by the Department) and used to provide evidence on school performance to inform research. It is securely collected from sources such as schools, local authorities and exam boards.

This information may be shared with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about the use of this data. We only use and collect personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process your child's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

The majority of information we collect regarding your child is mandatory, but there is some information that can be provided voluntarily. We will make it clear whether providing this information is mandatory (explaining why and possible consequences of not complying) or optional.

We keep personal information about your child whilst attending our school. We may also keep it beyond your child's attendance at our school if this is necessary in order to comply with our legal obligations.

We will not share your child's information with any third party without consent unless the law and our policies allow us to do. Where it is legally required or necessary (and it complies with data protection law), we may share personal information with:

- Your child's family and/or representatives
- Central and local government
- Educators, examining bodies, regulators (eg Ofsted)
- Health authorities, health and social welfare organisations
- Security organisations
- Professional bodies, police forces, courts and tribunals
- Auditors, financial organisations, suppliers and service providers
- Professional advisers and consultants
- Survey and research organisations (under the Freedom of Information Act)
- Charities and voluntary organisations

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how the local authority and/or the DfE use this information, please visit:

- The LA website at: <https://www.redbridge.gov.uk>
- The DfE website at: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Research & Data Team  
Lynton House  
255-259 High Road  
Ilford  
Essex  
IG1 1NN
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

email: <https://www.education.gov.uk/help/contactus>

If you wish to request a copy of your data, please do so by writing to / emailing the School Data Protection Officer Fiona Alderman (LBR) at: [fiona.alderman@redbridge.gov.uk](mailto:fiona.alderman@redbridge.gov.uk)