

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We **Firs Farm Primary School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. **Our LA, under strict information sharing protocols and policies, may be required to share this information with other public sector partners such as other Local Authorities or local Children Centres**

If you want to receive a copy of the information about you that we hold or share, please contact **The school office on 0208 807 4292 or email on office@firsfarm.enfield.sch.uk**

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[How DfE and LA use your information](#)

or

<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:

- Senior Data Officer
Schools and Children Services
Enfield Council
Silver Street
Enfield
EN1 3XA

Telephone: 020 8379 3305

Email: <mailto:SCSBSSLdatateam@enfield.gov.uk>

- 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: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288