

Privacy Notices: Information about pupils in schools, alternative provisions, Pupil referral units and children in early year's settings

Data protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or collect, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- access the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special education needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the London Borough of Enfield by informing Barbara Laban. This right is transferred to the child once he/she reaches the age of 16. For more information about services for young people, please go to the National Careers Service page:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE). Our LA, under strict information sharing protocols and policies, may be required to share this information with other public sector partners such as the Local Authorities or local Children Centres.

If you need information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://new.enfield.gov.uk/services/children-and-education/children-young-people-and-education/school-welfare-and-information/privacy-notice/>

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

If you want to receive a copy of the information about you that we hold, please contact:

- Barbara Laban Senior Admin Officer – email address: office@tottenham.enfield.sch.uk