

## Data Protection Act 1998 - Privacy Notice for **Christ Church Primary School**

We are a Data Controller for the purposes of the Data Protection Act. We collect information from pupils and may receive information about pupils from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support pupils teaching and learning;
- Monitor and report on pupils progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information<sup>1</sup>, personal characteristics such as ethnic group, any special educational needs and relevant medical information

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

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

The information supplied to the Local Authority may be used for research purposes to allow the effective targeting, planning and monitoring of services or provision. The Local Authority will strive to ensure that any personal data in its care is kept safe and that individuals will not be identified in the analyses produced.

### **Sharing with health services via the local authority**

The Health and Social Care Act 2012 placed a new duty on Local Authorities to promote the health and wellbeing of their population, reduce health inequalities and gave them new statutory responsibilities for public health with effect from April 2013.

The London Borough of Camden agreed to deliver their public health responsibilities through a shared service known as 'Camden & Islington Public Health' and on occasion they may also commission NHS functions to help deliver their statutory duties.

The Local Authority may therefore be obliged to disclose pupil names and addresses they have collated from our school directly to the health services they have commissioned in order that they may in turn contact families directly to seek consensual participation (such as the national height and weight measurement exercise). Where such sharing occurs the Local Authority will take steps to ensure information is shared securely and is proportionate.

### **Camden Music Service**

The London Borough of Camden's Music Service, needs to compile and provide anonymous statistical information of those pupils who may use the service to the Department for Education. In addition to the information gathered as part of the routine school census, the child's Looked After status is also required. This to demonstrate the range of services it provides to children, parents and schools and to secure continued music service funding as the music hub for the London Borough of Camden.

Please write to **Jean Smith (school administrator)** if you wish to opt out of this arrangement. Further information about Camden's Music Service is available on the Camden website <http://www.camden.gov.uk/ccm/navigation/education/services-for-children--parents-and-schools/music-service>

---

<sup>1</sup> 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 and over 15 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

## Can I see a copy of the information held about me?

Yes, pupils have certain rights under the Data Protection Act, including the right to be given access to personal information held about them by their school and other organisations.

Whilst there may be exceptions, a parent would normally be expected to make a request on behalf of a child if that child is younger than 12 years old; If a child is over 12 they are generally deemed old enough to understand their rights and to make an access request themselves (or give consent to their parents to act on their behalf).

If you want to see a copy of the information about you that we hold and/or share, please contact **Jean Smith (school administrator)**. You can find out more about how the Local Authority and/or the Department for Education store and use information at their respective websites:

London Borough of Camden

[www.camden.gov.uk/ccm/content/education/schools/How-is-school-information-used-by-the-local-authority](http://www.camden.gov.uk/ccm/content/education/schools/How-is-school-information-used-by-the-local-authority)

Department for Education

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access the above websites or have any queries about these websites, please contact either the Local Authority or Department for Education directly as follows:

Department for Education (DfE)

Piccadilly Gate

Store Street

Manchester

M1 2WD

Web: [www.gov.uk/df](http://www.gov.uk/df)

Tel: 0370 000 2288

Information & Records Management

London Borough of Camden

Town Hall

Judd Street

London

WC1H 9JE

Web: [www.camden.gov.uk](http://www.camden.gov.uk)

email: [csf.records@camden.gov.uk](mailto:csf.records@camden.gov.uk)