



KENMORE PARK INFANT & NURSERY SCHOOL

PRIVACY NOTICE for Pupils in Primary Schools

Privacy Notice - Data Protection Act 1998

We at **Kenmore Park Infant & Nursery School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools. We hold this personal data to:

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

The information includes your child/children's contact details, national curriculum assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs they may have and relevant medical and/or safeguarding information.

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

We are required by law to pass some information about your child/children to our Local Authority (LA), Children Services and the Department for Education. If you want to receive a copy of the information we hold or share about your child(ren), please contact **Mrs Mahil-Pooni - Headteacher**.

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

http://www.harrow.gov.uk/info/200031/data_protection_and_freedom_of_information_foi/647/data_protection_act

<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:

1. The Data Protection Officer

The London Borough of Harrow

Civic Centre PO Box 7 Station Road

Harrow HA1 2UL

Website: www.harrow.gov.uk

Email: info@harrow.gov.uk Tel: 020-8863 5611

2. 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: info@education.gsi.gov.uk

Telephone: 0370 000 2288



KENMORE PARK INFANT & NURSERY SCHOOL

PRIVACY NOTICE

for
All Staff

Privacy Notice - Data Protection Act 1998

This is the privacy notice for the school workforce employed or otherwise engaged to work at Kenmore Park Infant & Nursery School who is the Data Controller for the purposes of the Data Protection Act. Personal data is held by the school about those employed or otherwise engaged to work at the schools. This is to assist in the smooth running of the schools and/or enable individuals to be paid. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; G.C.S.E or equivalent /"A" level qualifications; and absence information.

The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teacher Review Board and other similar bodies.

We are required to pass on some of this data to the Department for Education (DfE).

If you require more information about how the DfE store and use this data, please go to the following website:

<http://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

If you are unable to access this website, please contact the school or the DfE as follows:

Kenmore Park Infant & Nursery School

Moorhouse Road

Harrow

Middlesex

HA3 9JA

office@kpins.harrow.sch.uk

Telephone: 020-82048759

Website: www.kenmoreparkinfantsch.uk

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Email: info@education.gsi.gov.uk

Telephone: 0370-000 2288

Website: gov.uk/government/organisations/department-for-education

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

If you want to see a copy of the information we hold and share about you then please contact the School Office.