



## **Fair Processing Notice**

Data we collect, why and how it is used:

### **Information about pupils**

We ask for personal information about pupils in order to be able to admit them on to the school roll, to provide the DfE information about pupils at the school and to plan and provide learning for your child. This information may be shared with members of staff who work with your child. This information will be shared with emergency services in the event of an emergency. This section is mandatory and we cannot admit a child without it.

### **Information about guardians**

We require contact information for parents/legal guardians of pupils in order to ensure that we can contact you in an emergency, to ensure we are DfE compliant and to ensure that the right person/people are kept informed of your child's progress. This information will be shared with emergency services in the event of an emergency. We require information about Legal Parental Responsibility to ensure that we are compliant with GDPR and safeguarding requirements. This section is mandatory.

### **Guardian disabilities/learning difficulties**

We ask for this information in order to make sure that parents/guardians can access both the school itself and/or any information we send out. This section is optional.

### **Other emergency contact**

It is very useful to have an alternative emergency contact in the case of a child falling ill/being hurt and we are not able to get through to parents/guardians. This section is optional.

### **Pupil Medical/Health/Disabilities/Special Educational Needs**

We collect this information in order to ensure that we meet the welfare needs of pupils. This data is stored within our Information Management System and is collected by the DfE. Without this information we are unable to ensure that a child's individual needs are being met. You may be asked to sign an information sharing consent form if you have provided any information in this section. This section is mandatory.

### **Previous School/Nursery**

We ask this so that we can communicate with previous educational settings to give continuity to pupils and learn about their progress. This section is optional.

### **Nationality/Ethnicity/Religion**

This data is gathered by the DfE during censuses that take place 3 times a year. Schools are obliged to complete these censuses and this information is used by them to ensure fair access to education by all children. This information is not used in any other way by the school. This section is optional.

### **Languages**

We ask for this information to ensure that support is put in place if a child speaks English as an additional language. This information is also gathered by the DfE. This information may be shared with members of staff who work with your child. This section is optional.

### **Looked After/Child in Care/Adopted**

This data is collected by the local authority and is used to calculate funding for pupils. There may be additional support we can offer children who come under any of these headings. This section is optional.

### **Any other information**

This section is for you to be able to share any other points that you think are important that has not already been covered by the rest of the form. This section is optional.

### **Signature**

We require you to sign this form to say that you have read this fair processing notice and agree to the data provided being used for the purposes outlined above.

### **Further Information**

All of the data we collect is stored on our internal Information Management System. Alongside this fair processing notice, the full Privacy Notice which outlines how we store and use your data can be found on the school's website. The Data Controller for data collected is Bentley CEVC & Copdock Primaries Partnership.