Federation of Westminster Special Schools & Bi-Borough Inclusion Service

Privacy notice for pupils

Ratified by the Full Governing Board: 2nd Feb 2021
Next review: February 2022

Privacy Notice

We Queen Elizabeth II Jubilee School are the Data Controller for the purposes of the Data Protection Act. We collect information on your child, and may receive information about your child from their previous school. We hold this personal data and use it to:

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

In order to safeguard all children in school and to enable teaching and learning, from time to time information may need to be shared with third party suppliers; examples of these are BSQUARED, PIVATS, SAFEGUARD, SIMS, health professionals .etc. – software that helps us track pupil progress. This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact **Pamela Murphy, Headteacher**

If you require more information about how the DfE store and use this data please go to the following website: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

Contact for the DfE are as follows:

- **Department for Education (DfE):** Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
- **Website:** https://www.gov.uk/contact-dfe
- **Online contact form:** https://form.education.gov.uk/service/Contact_the_Department_for_Education
  Tel: 0370 000 2288