

Thames View Infants



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PRIVACY NOTICES

Thames View Infants is part of the TVI Learning Multi-Academy Trust. Thames View Infants is the data controller of the personal information that you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed.

We collect and use information under Early Years Foundation Stage and KS1 Statutory Frameworks, the Data Protection Act (1996) and the GDPR (2018). It is for contractual, statutory and emergency reasons.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the school has a statutory obligation to share your data and we are required to do so by law. Where the school outsources data to a third party processor, the same data protection standards that Thames View Infants upholds are imposed on the processor.

Our Data Protection Officer is Kelly Ager: Kelly.Ager@TVIacademy.org

What data is collected?

The data we are required by law and as an OFSTED requirement to hold for each child is as follows:

- Child's full name;
- Child's date of birth;
- Child's address and contact details;
- Parent(s)/carer(s) addresses (if different) and contact details including a current phone number and e-mail address;
- Who has parental responsibility;
- Emergency contact details for additional people (not including parents(s) and carer(s));
- Allergies/dietary requirement information;
- Any other special requirements, including medical history details and/or any medical plans;
- Names of people who can collect your child if not yourselves;



We're a PAPERLESS School – so you must download & register your **ParentMail App** to receive e-newsletters, to book after-school clubs & Parents' meetings or to confirm consent for educational visits.

- Doctors name, address and contact number;
- Assessment and Attainment information;
- Attendance information;
- Existing injuries on children.

Whilst the majority of the personal data that you provide to school is mandatory, some is provided on a voluntary basis. When collecting your data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, Thames View Infants will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Who we share the information of children with...

We routinely share the information of children with:

- Schools that children attend after leaving us;
- The London Borough of Barking and Dagenham;
- ParentMail;
- RM Integris (MIS system);
- The Local Authority for the Borough where your child resides (in the event of child protection cases).

Why we share data?

We do not share information with third parties without your consent. The only third party that your data will be shared with is another childcare setting, LBD for FSM claims, health visitors, the authorities (involved in the event of a safeguarding complaint, doctors or the emergency services in the event of an emergency).

We share children's data with the London Borough of Barking and Dagenham on a statutory basis.

We also share child's information on RM Integris which is a database used to store contact details, addresses, your child's date of birth, medical information, child protection information, assessment and attainment information.

Additionally, ParentMail contains information regarding your child's name, date of birth, class and the e-mail address of anyone who has subscribed to it.

When children are de-rolled from Thames View Infants we are required to share their attainment information with the next school as well as any other statutory data.

In the event of a Safeguarding concern that needs referring to the relevant child protection agencies, parents/carers consent may not be sought.

How the data is stored?

Data is stored on our local servers located on the school site. We also store your data in paper format and all confidential information is kept locked away.

What are your rights?

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Thames View Infants uses your personal data;
- Request access to the personal data that the school holds on you;
- Request that your personal data be amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed.

We use the collected data:

- To support your child's learning and development;
- To keep your child safe;
- To monitor and report on your child's progress;
- To assess the quality of our care;
- To comply with the law regarding data sharing;
- To comply with DfE statutory requirements relating to the Early Years Foundation Stage and KS1.

If you have a concern about how Thames View Infants are collecting or storing personal data, we request that you raise your concern in the first instance with the Data Protection Officer, (Kelly Ager). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Adopted by Directors: March 2022