

Our Headteacher and teachers are members of your local educational team.

They aim to provide you with the highest quality of education. To do this they need to keep records about you, your child and the care we have provided or plan to provide.

We know that you value your privacy and the security of personal information held about you and your family.

Information recorded

As part of providing a professional, safe and efficient service, there is certain information that we record. This includes your contact details, as well as your child's educational information (and, if appropriate, medical information), and referrals made to other professionals involved in the education and care of your child.

Information recorded may include:

- basic parental details, such as contact information, relationship to child;
- details about your child such as date of birth, address, next of kin and relevant medical information;

- information relevant to the continued education of your child eg performance data;
- information relevant to your child's continued care from other educational professionals eg SEND support;

Processing Information

We process personal data for the purposes of:

Education – providing educational services and, only as appropriate, sharing relevant information with external educational agencies to help us provide the best care for your child(ren);

Our funding – sharing limited information with Oxfordshire County Council and others in the wider educational establishment, who negotiate and check the accuracy of our funding;

Management – sharing only limited information with Oxfordshire County Council and others in the wider educational establishment, who ensure we maintain appropriate professional and service standards and that your declarations and ours are accurate.

We hold your information for as long as advised by the DfE (currently the time your child is at our school or until the age of 25 if connected with safeguarding issues).

We only process your personal data in the performance of a task in the public interest for the provision of education.

The School is responsible for the confidentiality of your information.

Your Rights

You have the right to confidentiality under the General Data Protection Regulations and the Data Protection Act 2018 and the common law duty of confidence. The School has a requirement under its professional standards and GDPR Policy to keep records about you confidential, secure and accurate.

All of our staff contracts of employment contain a requirement to keep personal information confidential.

[You may choose to opt out of us using your data for planning and research purposes – please ask the school for details.]

Our guiding principle is that we process your records in strict confidence.

Your right to view your personal record

You have the right to ask for a copy of all records about you and/or your child (generally in paper or electronic form).

There will be no charge for a printed copy of the information we hold about you. We are required to respond to your request within one month (this may be longer during the summer holidays as the school is closed for six weeks).

You will need to give adequate information in order for the school to identify you (for example, full name, address and date of birth). You will be required to provide two forms of ID, for example a passport, full driving licence and credit/debit card before any information is released to you.

If you think any information we hold on you is inaccurate or incorrect, please let us know.

Our Data Protection Officer is Prof James Broughton who can be contacted via the School

You may object to us holding your information.
You may lodge a complaint with the Information Commissioner's Office:

ICO
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Website: <https://ico.org.uk/concerns/>

Tel: 0303 123 1113

Further Information

Our Data Protection Policy which includes a full version of the Privacy Notice is available on our website. Copies can also be requested from the School Office.

How we look after and safeguard information about you and your child



The Ridgeway C of E Primary School
West Street
Childrey
Oxon, OX12 9UL

Tel: 01235 751254

