

## PRIVACY NOTICE

**Torfield School** processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about your child from their previous school.

We hold and use your child's information to support their teaching and learning, monitor and report on their progress, provide them with pastoral care and to assess how well the school is doing.

The information we hold includes you and your child's contact details, national curriculum assessment results, attendance information<sup>1</sup>, ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your permission unless the law and our policies permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (DfE).

We are required, by law, to pass some information about your child to the Department for Education (DfE). This information will, in turn, then be made available for use by East Sussex County Council.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

For more information on how this sharing process works, please visit:  
<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

## YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

### **Torfield School**

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

### **East Sussex County Council**

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

[www.eastsussex.gov.uk/dataprotection](http://www.eastsussex.gov.uk/dataprotection)

If you are unable to access this website, please contact:

Information Governance Officer

Children's Services

### **East Sussex County Council**

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 335645

✉ [CS.DPA@eastsussex.gov.uk](mailto:CS.DPA@eastsussex.gov.uk)

🌐 [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

### **Department for Education**

If you need to know more about how the DfE collects and uses your information please see their website:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

