Enfield Children’s Centre Privacy Notice

How we use your information

We collect information about:

- Children registered with us
- people that have responsibility for these children (such as parents, carers etc.)
- our staff and volunteers, and partner agencies

This information is used to help us:

- Support family’s development and learning
- Monitor and report on progress
- Provide appropriate family support
- Notify you of relevant Enfield Children’s Centre activities
- Assess the quality of the Centre

If we hold data about you, you have rights in respect of your data including:

- the right to be supplied information on our uses
- to see what data we are holding about you
- to request correction or erasure of your data
- to object to processing
- to complain to our data protection officer or the supervisory authority

If you wish to exercise any of these rights, please see the contact us details later in this document

This Privacy Notice is updated regularly. The latest version will always be on our website, so please check at Enfield Children’s Centres – Informed Families for the newest version.

The Local Authority, Enfield Council, also holds data to carry out their functions, and we share data with them. You can read their privacy notice at https://new.enfield.gov.uk/privacy-notice

The rest of this document gives further details on our collection, storage and use of data for each type of data we hold. It also provides information on who we share with and how to exercise your rights if you are not happy.

We welcome your comments on how we can improve this notice; please contact us at De Bohun Primary School and Children’s Centre Green Road, London, N14 4AD

Childrenscentre@enfield.gov.uk
Data Usage Regarding Children registered with us and people that have responsibility for these children (such as parents, carers etc.)

The categories of information that we collect, hold and share include:

- Personal information (such as name, unique reference number and address, contact details)
- Characteristics (such as ethnicity, language)
- Attendance information (such as sessions attended)
- Speech, Language and Communication information (such as the results of screening and/or care plans)
- Health information (such as illnesses that may affect children or parents/carer safety in Enfield Children’s Centre e.g. allergies, asthma, epilepsy)
- Family Support (such as details of any professional assessment, reports and case work undertaken)

Why we collect and use this information

We use the data:

- to support track and monitor child development
- to support effective parenting
- to assess the quality of our services
- to support the Local Authority to deliver it’s Early Help Offer
- to comply with the law about data sharing

We do not share information about our children, parents/carers with anyone without consent unless the law and our policies allow us to do so.

The lawful basis on which we use this information

We collect and use information under:

- the GDPR Article 6 (d) and 9 (b) and (c) – for example critical health information about children that may put them at risk
- the GDPR Article 6 (a) – for example where data has been supplied by the parent for use in the Enfield Children’s Centre e.g. information about family preferences in respect of religion
- the GDPR Article 6 (c) and (e), Article 9 (b) and (c) – obligations placed on us under the Childcare Act 2006, Sure Start children’s centres statutory guidance and Children Act 2004. Section 10 of the Children Act places a duty on each children’s services authority to make arrangements to promote co-operation between itself and relevant partner agencies to improve the well-being of children in their area in relation to,
social and economic well-being, amongst others. Localism Act 2011 Section 1 (4)(c)
gives us a general power to act for the “benefit of the authority, its area or persons
resident or present in its area”.

Full details of the legal basis for our data use is given in our Data Protection Impact
Assessments which are available on request.

Note that Health professionals commonly gather data in Enfield Children’s Centre for a
variety of purposes. This data is not held by the Children’s Centre, and is detailed in the
Local Authority privacy notice at https://new.enfield.gov.uk/privacy-notice.

Collecting information

None of this information is mandatory, it is provided to us on a voluntary basis. In order to
comply with the General Data Protection Regulation, we are informing you, you have a
choice in whether to share this information with us, however some activites require
registration information to be gathered.

Storing data

We store your data as detailed in Enfield Councils retention schedule, published at
https://new.enfield.gov.uk/services/your-council/policy-retention-schedule-may-18-your-
council.pdf

Who we share information with

We share child and/or parent/carer information with:

- schools that the child will attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS staff working with Enfield Children’s Centre
- Agencies commissioned by the Local Authority to provide services in partnership
  with Enfield Children’s Centre (such as voluntary and community sector
  organisations, which provide family support and advice services

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for
Education (for example; via the school census) go to https://www.gov.uk/education/data-
collection-and-censuses-for-schools.
The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.


The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department’s data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe
Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s records, please see the contact details below.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at https://ico.org.uk/concerns/
**Contact Us**

If you would like to discuss anything in this privacy notice, contact the school, the data protection officer or the regulator, details are given below.

**Contacting the Enfield Children’s Centre**

We strongly recommend you contact Enfield Children’s Centre directly with your concerns. Enfield Children’s Centre can be contacted at:

By Email: childscentre@enfield.gov.uk

By Phone: 0208 441 7728 option 3

By Post: De Bohun Primary School and Children’s Centre Green Road, London, N14 4AD

**Contacting our Data Protection Officer**

The Data Protection Officer for Enfield Children’s Centre can be contacted as below:

By Email: schools.data.protection.officer@enfield.gov.uk

By Post: Data Protection Officer, Enfield Council Civic Offices, Silver St, Enfield, EN1 3XA

**Contacting the regulator**

We recommend that you try to resolve the issue with the school or the Data Protection Officer in the first instance,

To contact the Information Commissioner’s Office, please go to [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/)