

Brambles Preschool

Privacy Notice (How we use pupil information)



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

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Funding forms (to enable the setting to claim for funded hours and to allow accurate billing of non-funded hours)
- Attendance information (such as sessions attended)
- Relevant medical information (such as conditions that may require treatment during session times)
- Assessment information
- Information about any special educational need
- Contact information (including emergency contacts in case a child needs to be collected before the end of a session, and in order to send newsletters etc)

Why we collect and use this information:

- To support the child's learning and development
- To monitor and report on the child's progress, both internally and to Cambridgeshire County Council
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)
- To claim funding for universal and extended hours

The lawful basis on which we use this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1998) and the General Data Protection Regulations (2018).

Collecting child information

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data

We hold data about the children who attend our setting for various lengths of time depending on what the information is, as noted in our retention schedule; it is not kept indefinitely. Our retention schedule can be requested from the school office.

Who we share pupil information with

We routinely share pupil information with:

- Schools and settings that the children attend after leaving us
- Our local authority, Cambridgeshire County Council
- The Department for Education (DfE)
- The Cambridgeshire Multi-Agency Safeguarding Hub

Why we share children's information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 and pupils 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 educational record, contact Sallie Cochrane, Preschool Leader.

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

If you would like to discuss anything in this privacy notice, please contact either Peter Allen (Head teacher) or Sheryl Dachs (School Business Manager).

Our DPO can be contacted at dpo@theictservice.org.uk.