

# Privacy Notice (How we use pupil information)



## Introduction

Scorton Village Pre-School is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

## What information we collect

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

- Personal data (such as name, DOB and address)
- Special category data (such as ethnic origin, race, health information, religion)
- Characteristics (such as language, nationality, country of birth)
- Attendance information
- Relevant medical information
- Special educational needs information
- Parental personal information (such as name, contact details, NI numbers)
- Emergency contact information (such as name, relationship and contact numbers)
- Photographs

## Why we collect and use this information

We use pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Apply for EYFS funding from NYCC

## Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

## The lawful basis on which we use this information

We collect and use pupil information as follows:

The lawful bases for processing personal data are:

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### Legal Obligation

- Pre-School has a statutory requirement to disclose information to the LA, the DfE and OFSTED
- Safeguarding the welfare of your child (and other children) (LA, Police)

### Legitimate Interest

- Maintaining the interests of the charity so we can contact you if fees are due
- Ensuring the efficient operation of Pre-School
- Process claims for funded childcare

### Contract

- Provide educational services to your child and provide updates/reports regarding your child's progress

### Consent

- We will seek consent for processing of data for specific reasons

### Vital Interest

- Processing is necessary to protect a someone's life

The specific conditions of processing special category data are:

### Substantial Public Interest

- Pre-School has a statutory requirement to disclose information to LA, the DfE and OFSTED
- Safeguarding the welfare of your child (and other children) (LA, Police)

### Legitimate Interest

- Ensuring the efficient operation of Pre-School
- Process claims for funded childcare

### Explicit Consent

- We will seek consent for processing of data for specific reasons

### Vital Interest

- Processing is necessary to protect a someone's life

When we seek consent for a specific purpose you have the right to refuse if you wish to. If

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you grant consent but then change your mind you can take back consent at any time. Any use of your data before you withdraw consent remains valid.

### **Storing pupil information**

We hold pupil information for 3 years after the pupil leaves.

Photographic albums will be held for 5 years after the pupil leaves for use within the Pre-School setting and for inspection purposes.

Accident report books are kept for until the child reaches the age of 21 unless by law we are required to keep them longer.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Other childcare providers who also look after our pupils
- Our local authority (LA)
- The Department for Education (DfE)

We may also share information with health care providers or the emergency services.

### **Why we share pupil information**

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

### **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.

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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>

For information about how the Local Authority (LA) store and use your information, please visit the following website:

<https://www.northyorks.gov.uk/schoolrecords>

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To contact North Yorkshire County Council: <https://www.northyorks.gov.uk/contact-us>

### 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 the Pre-School Leader using the Subject Access Request Form.

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/>

### Further Information

If you would like to discuss anything in this privacy notice, please contact the Pre-School Leader.

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