



Privacy Notice for Parents/Carers

Why do we collect and use pupil information?

We collect and use pupil information under the:

- Education Act 1996
- Data Protection Act 2018
- EU General Data Protection Regulation (GDPR) Article 6 and Article 9 (from 25 May 2018)

The information we collect is included in our Registration Form, completed on your child's admission to the Pre-school, and the Parent Declaration Form both of which, when signed, indicate your consent to the processing of your family's personal data. This information includes your contact details and your child's personal characteristics such as their gender, ethnic group, any special educational needs they may have as well as relevant medical information. In addition, we collect information for 30 hours eligibility, early years pupil premium, 2-year-old funding eligibility, on learning and development, on safeguarding and welfare and special educational needs and disabilities

We use the pupil data to:

- support your child's teaching and learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- access funding for early years provision for your child
- provide information via statutory returns to the DfE
- provide child level headcount data to the London Borough of Waltham Forest for funding payments
- cooperate with the London Borough of Waltham Forest and external partners to improve the wellbeing of children under the Children Act 2004
- share information with London Borough of Waltham Forest and external partners to support the duty to safeguard and promote the welfare of children under the Children Act 1989

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

- Personal information (such as name, unique pupil number, date of birth, address, photographs/videos)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Any special educational needs and disabilities
- Relevant medical information
- Information on 30 hours eligibility, early years pupil premium, two-year-old funding, and DAF eligibility, which may include parents' date of birth and national insurance number
- Safeguarding and welfare
- Family and other emergency contact details (including photograph)

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.

Storing pupil data

We retain most of your child's personal data for a maximum of 3 years after your child no longer uses our setting, or until our next Ofsted inspection. Medication records and accident records are kept for longer according to legal requirements whilst child protection records are kept until the child reaches the age of 24. We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed using password protection on laptops and tablets, locked filing cabinets, strict rules on confidentiality and deleting/shredding data as soon as it is no longer needed.

Your child's learning and development records are kept on Tapestry. You and only you have access to your child's account unless you ask us to pass them on should your child progress to another school using the same system. After your child leaves these are archived for a maximum of 6 months and then deleted from the system.

Who do we share pupil information with?

We routinely share children's information with:

- other early years providers or school that the children attend after leaving our setting
- London Borough of Waltham Forest
- the Department for Education (DfE)
- NHS
- Ofsted (during an inspection or following a complaint)
- Tapestry On-line Learning Journal

Why we share pupil information

We do not share information about our children 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:

The individual level data collection from PVI settings is a statutory requirement of providers and local authorities through regulations under Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009.

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare>

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 children 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare> .

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 children 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 Debbie Murphy (Pre-school Manager).

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, you should raise your concern with us in the first instance or directly to 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:

Debbie Murphy (Pre-school Manager) or Jean Clavey/Amanda Hooker (Administrators).

To Parents/Carers

Please retain the Privacy Notice for your own information but detach and sign this page then return it to the Pre-school.

Many thanks.

DATA PROTECTION AT PARKSIDE PRE-SCHOOL

I confirm that I have received and read the Parkside Pre-school Privacy Notice and am aware of the personal data being collected in relation to my child, how it is being dealt with and what it is needed for.

Signed:

Date:

Parent of: