



## **Privacy Notice for Children**

### **How we use your child's/children's information**

**The categories of children's information that we collect, hold and share include (on receiving approval):**

- Personal information (such as name, age and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Early Years pupil eligibility)
- Parents / main carer's name, address and contact details
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (baseline on entrance) and ongoing assessment using Tapestry. Please see separate Tapestry notice
- Medical needs and dietary requirements information
- Special Education Needs (SEN) information including any behavioural needs information

### **Why we collect and use this information**

We use the children's data:

- to support their learning and meet their individual needs
- to monitor and report on their progress

- to provide appropriate pastoral care
- to assess the quality of our services, resources, teaching and knowledge
- to assist with information sharing between settings (if child attends more than one setting, and upon the parent/main carers' approval) as well as to assist with the smooth transition of information from the preschool setting EY1 to reception class EY2
- to comply with the law regarding data sharing

## The lawful basis on which we use this information

We collect and use children's information under the guidelines of GDPR 25 May 2018, according to Article 6 where there is a lawful basis for processing, and Article 9 where data processed is special category data.

Definition of Article 6:

"processing is necessary for compliance with a legal obligation to which the controller is subject."

Our setting has a legal obligation to seek approval for, hold and process (yours and your child's information to share information with Ofsted when required in accordance with the applicable Sections in Parts 2, 3, 4 and 5 of the Children's and Families Act 2014. The Preschool also has a legal obligation to share information to their local authority and outside agencies, as required, according to the Childcare (Provision of Information About Young People) (England) Regulations 2009 as well as The Early Years Foundation Stage (Learning and Development Requirements) Order 2007.

Definition of Article 9:

The collection, controlling and processing of special category data. It is therefore more sensitive, and so needs more protection. For example, the Preschool will ask for approval to obtain and securely hold information about an individual's:

- race;
- ethnic origin
- religion;
- health;

Our basis for holding such information are based on the same lawful requirements as those stated above in Article 6.

## Collecting your child's information

Whilst the majority of your child's 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 hold pupil data for the following length of time according to the type of information held:

- records relating to children including accident record and first aid treatment – **until the child reaches 21 years of age**

## Who we share your child's information with

We routinely share children's information with:

- schools that your child attend after leaving us
- our local authority
- school nurse
- Early Years Nursery Plus worker or other outside agencies which may be needed to give additional support to your child
- the Department for Education (DfE)
- Ofsted

## Why we share the children's 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:

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.

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

**Mrs April Howell, Roborough Preschool Committee Chairperson and Data Protection Officer (DPO) who can be contacted via our admin email: [admin@roboroughpreschool.co.uk](mailto:admin@roboroughpreschool.co.uk)**

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:

**Mrs April Howell by email at: [admin@roboroughpreschool.co.uk](mailto:admin@roboroughpreschool.co.uk)**

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