

# MADELEY NURSERY SCHOOL

## PRIVACY NOTICE FOR PUPILS & PARENTS

### (How we use pupil information)



**Madeley Nursery School** collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

#### **The types of information we may process about you and your child (and emergency contacts):**

- personal identifiers and contacts (such as name, address, telephone number, email address, unique pupil number and child's DOB)
- characteristics (such as language and ethnicity)
- attendance (such as sessions attended, number of absences and reasons and any previous settings attended)
- any special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)
- safeguarding information (such as court orders and professional involvement)
- assessment and attainment
- admissions
- pupil premium funding management (such as parent's DOB and National Insurance Number)
- trips and activities (such as parent consent and medical information)

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to access pupil premiums where applicable

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) and (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of vital interests to keep children safe (food allergies or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation:
  - Section 537A of the Education Act 1996

- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration)(England)(Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR – Article 9

Where we ask you for your consent to process personal data, we will inform you at the same time how you can remove that consent in future.

### **How do we collect this information?**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We generally receive this personal data from parents directly via a form, verbal communication or by email.

In some cases, personal data will be supplied by third parties such as another school or setting or other professionals working with the family.

If you would like to see a copy of the information we hold and share about you or your child, then please contact Mrs Louise Lowings – Head Teacher.

### **How we store pupil data:**

We hold pupil data for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our school improvement partners
- school health visitors
- other agencies involved in the support of our pupils, such as Early Help, Occupational Therapy, Speech and Language Therapy Services, Educational Psychologist, Learning Support Advisory Teacher

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

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

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current **government security policy framework**.

For more information, please see 'How Government uses your data' section.

## 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 school office.

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
- a right to seek redress, either through the ICO or through the courts

If you have a concern or complaint 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: Louise Lowings, Head Teacher on 01952 388210 or email: [louise.lowings@taw.org.uk](mailto:louise.lowings@taw.org.uk)

Alternatively, you can contact our Data Protection Officer, Rob Montgomery / Sue Wright by emailing [IG@telford.gov.uk](mailto:IG@telford.gov.uk)

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## **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)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police. For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>