

Privacy Notice (How we use pupil information)

We collect, hold and share personal information relating to our pupils and may also receive information about them from their previous setting, local authority and/or the Department for Education (DfE).

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

This information will include their contact details, attendance information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Why we collect and use this information

We use the pupil data to:

- apply for Early Education, SEN funding or Pupil Premium Funding
- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- to comply with the law regarding data sharing

Under GDPR the lawful basis on which we use this information

We collect and use pupil information under our legal obligations to provide early years census data under section 537a of the Education Act 1996 and/or section 99 of the Childcare Act 2006. Collection and processing of special categories of personal data is undertaken for statistical purposes under article 9 of the general data protection regulations.

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 hold personal pupil data on your child's registration form for 2 years.

Our weekly staff meeting minutes, which includes discussions on children's educational/care needs, are held for 2 years.

Funding parental agreement forms will be stored for 3 years plus the current term, for funding audit purposes.

Serious case reviews will be stored for 3 years.

The daily register, collection forms, accident/incident sheets will be held for 21 years.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority for claiming grant purposes

- the Department for Education (DfE)
- Health visitors and other childcare/educational professionals. (You would always be informed if we were to speak/have spoken to one of these.)

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>.

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 **Anne Clowrey or Sue Ozzard at Little Acorns pre School**

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/>

If you would like to discuss anything in this privacy notice, please contact: Anne Clowrey or Sue Ozzard at Little Acorns pre School