

Chieveley Pre-School: Privacy Notice: Pupils, Parents

Reviewed and updated in line with the Data Protection Act 2018, UK GDPR and Department for Education guidance.

Chieveley Pre-School is the Data Controller for the use of personal data outlined in this privacy notice.

1. Categories of Pupil Information We Process

- Personal identifiers and contacts (e.g. name, address, contact details)
- Characteristics (e.g. ethnicity, language, free school meal eligibility)
- Safeguarding information (e.g. court orders, professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (e.g. allergies, medication, health data)
- Attendance (e.g. sessions attended, absences and reasons)
- Assessment and attainment (e.g. Early Learning Goals)
- Behavioural information (e.g. exclusions, interventions)

2. Why We Collect and Use Pupil Information

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (e.g. allergies, emergency contacts)
- To meet statutory duties from the Department for Education (DfE)

3. Lawful Basis for Processing

Under the UK GDPR, we rely on the following lawful bases:

- Consent
- Performance of a contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

4. Collecting and Storing Pupil Information

We collect pupil data via registration forms and secure transfer. Most data is mandatory. Our data retention schedule follows the IRMS Toolkit.

5. Who We Share Pupil Information With

We routinely share data with:

- Schools
- Local authorities
- The Department for Education (DfE)
- ISS catering services (for lunch provision)

6. Department for Education (DfE)

Data is shared with the DfE to meet statutory requirements, inform policy, and for national research. See the National Pupil Database for more.

7. Your Rights and Access to Your Information

You have rights including access, rectification, objection, and the right to lodge a complaint with the ICO.

8. Contact

Preschool Manager : Amy Stevens– Manager 07511098720

Data Protection Officer: Martin Long - Segmnts, martinlong@segmnts.co.uk 07542681487

9. Review and Approval

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:



Date: 04/09/2025

Signed Preschool Chair:





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Date: 13.08.25