

# Pupil / Parent Privacy Notice

Chieveley Pre-School



<b>Approved by:</b>	Chieveley Pre-School Committee	<b>Date:</b> 05/09/22
<b>Last reviewed on:</b>	September 2022	
<b>Next review due by:</b>	September 2023	

## Chieveley Pre-School

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail [info@chieveleypreschool.co.uk](mailto:info@chieveleypreschool.co.uk)

Website [www.chieveleypreschool.co.uk](http://www.chieveleypreschool.co.uk)

Registered Charity No.1048094. PLA No.15843.



# Privacy Notice (How we use pupil information)

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

## The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Early Learning Goals)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see the policies section of the Chieveley Pre-School website: <https://www.chieveleypreschool.co.uk/read-our-policies>

## Why we collect and use pupil information

The personal data collected is essential, for the pre-school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- 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 by the Department for Education

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

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

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- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

In addition, concerning any special category data:

- conditions of [GDPR - Article 9](#) do not apply to Chieveley Pre-School data collection

## Collecting pupil information

We collect pupil information via registration forms at the start of the pre-school year or during the year, secure file transfer from previous pre-school and local authority

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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 and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule through the adoption of the IRMS Toolkit: <https://irms.org.uk/page/SchoolsToolkit>. For more information on our data retention schedule and how we keep your data safe, please visit the policies section of the pre-school website: <https://www.chieveleypreschool.co.uk/>

## Who we share pupil information with

We routinely share pupil information with:

- schools
- local authorities
- the Department for Education (DfE)
- ISS catering services (lunch provision)

## 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 us to do so.

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## 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:

Examples for school census:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

## How Government uses your data

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

- underpins pre-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.

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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/dfе-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

## Local Authorities

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We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under GDPR, 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:

Position	Name	Email	Phone
Pre-School Lead	Emma Long	<a href="mailto:emmalong@chieveleypreschool.co.uk">emmalong@chieveleypreschool.co.uk</a>	07511 098720
Data Protection Officer	Newbury Tech Solutions	<a href="mailto:dpo@chieveleypreschool.co.uk">dpo@chieveleypreschool.co.uk</a>	07939 915575

Depending on the lawful basis above, you may 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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting:

Position	Name	Email	Phone
Pre-School Lead	Emma Long	<a href="mailto:emmalong@chieveleypreschool.co.uk">emmalong@chieveleypreschool.co.uk</a>	07511 098720
Data Protection Officer	Newbury Tech Solutions	<a href="mailto:dpo@chieveleypreschool.co.uk">dpo@chieveleypreschool.co.uk</a>	07939 915575

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

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**This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2022-2023**

Signed on behalf of Chieveley Pre-School by the chair.

**Name (Sign):**

**Date:** 05.09.22.

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

**Name (Print):** Nicola Charles

**Date:** 05.09.22.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Chieveley Pre-school GDPR lead:

Name: Emma Long

Telephone: 07511 098720

Email: [emmalong@chieveleypreschool.co.uk](mailto:emmalong@chieveleypreschool.co.uk)