

## **Sure Start Whitley Day Nursery**

252 Northumberland Avenue, Whitley, Reading. RG2 7QA

Telephone: 0118 937 3910

### **Privacy Notice**

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

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and early education funding eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information (such as health care plans)
- Special educational needs information (such as Individual Education Plans)
- Safeguarding information (such as individual diaries)
- Development information (such as age bands and planning)
- Invoice information (such as payment details)

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

- to support their learning
- to monitor and report on their progress
- to provide appropriate care
- to safeguard them
- to receive funding streams
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **The lawful basis on which we use this information**

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) -from 25 May 2018)

#### **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 information to us or if you have a choice in this.

## **How long is the data stored?**

We hold children's data for up to 25 years.

## **Who do we share pupil information with?**

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- health professionals

## **Why do we share pupil information?**

We do not share information about our pupil's with anyone without consent unless the law and our policies allow us to do so.

We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins funding and educational attainment policy and monitoring.

We are required to share information about our pupil's with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **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 you can apply by following the link at

[www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

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 the Data Protection Officer: [Ricky.Gill@Reading.gov.uk](mailto:Ricky.Gill@Reading.gov.uk)