Privacy Notice (How we use pupil information)

Pupil Information we collect for claiming Early Education Funding under Early Years Statutory Guidance, on behalf of your child, will be shared with the Local Authority (LA)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity and any special educational needs)
- Attendance information (such as hours attended)
- Parent information (such as name, National Insurance number and data of birth) for 30 hour entitlement checks and Early Years Pupil Premium checks (if applicable).

Why we collect and use this information

We use the pupil data:

- to assess the quality of our services
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

We collect and use pupil information under the Education Act 1996 and Early Years Census.
Information can be found in the census guide documents on the following website https://www.gov.uk/guidance/early-years-census

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

Parental Declaration Forms are retained on file for two years for audit purposes ony and are securely located in the administration office.

Who we share pupil information with

We routinely share pupil information with:

- our Local Authority (LA)
- the Department for Education (DfE)

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 early years funding.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education go to https://www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare

National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 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, contact Nicola McInnes or Felicity Miles, the Data Protection Officers.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing
- to object to direct marketing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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:
Nicola McInnes of Felicity Miles, Data Protection Officers.

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