



Data Protection and Information Sharing

Privacy Notice - Data Protection Act 1998

Why do we collect and use pupil 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)(b) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use data to:

- support your learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well we are doing and
- to comply with the law regarding data sharing.

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

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, numbers of absences and absence reasons)
- Special educational needs information
- Relevant medical information

Collection 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 pupil data for 50 years (from the closing of the setting)

Who do we share pupil information with?

We routinely share pupil information with

- Our local authority
- 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 of 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>

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 the statutory data collection 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 pupil information we share with the department for the purpose of data collections go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 of 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 Becky Tyler - nursery manager at theoaksnursery@gmail.com or on 01732 834401

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 purposes of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate data rectified, blocked, erased or destroyed
- Claim compensation for damage 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 you should raise your concern with us in the first instance or directly to the Information Commissioners' Office at <https://ico.org.uk/concerns/>

If you cannot access these websites please contact the LA or DfE as follows;



Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone
Kent
ME14 1XQ
E mail dataprotection@kent.gov.uk

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Email <https://www.gov.uk/contact-dfe>

Telephone 0370 000 2288

Website <https://www.gov.uk/government/organisations/department-for-education>