



## **Privacy Notice (the data of our children) May 2018**

### **How we use children's information;**

Lark Hill Nursery School are a data controller for the purpose of the General Data Protection Regulation. We collect information from you and may receive information about you from your child's previous school, nursery, local authority and/or the Department for Education.

### **We collect children's information to;**

- to support children's learning and the delivery of education
- to monitor and report on children's progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with our statutory obligations

### **The categories of children's information that we collect, hold and share include;**

- Personal information such as;
  - Name, date of birth, gender, image, class details, admission data, unique pupil number, address, family contact details, GP contact details, dietary requirements, school history, attendance
- Special categories of information such as;
  - Ethnicity, nationality, religion, country of birth, free school meal eligibility, medical needs, assessment, data, Special Educational Needs and Disability status

We share children's data with a number of services in order to provide appropriate support for our children. This will include Local Authority educational services

including specialist inclusion, support and access services as well as health services like the Health Visiting Team.

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

### **Legal obligation;**

We are required to use children's data when undertaking our legal obligations and to comply with our statutory functions.

The following information is processed as a result of the schools legal obligation;

- Child's Name, Date of Birth, Gender, Class details, Admission Date, Unique Pupil Number (UPN), Address, Family Members, Family Contact Details, GP Contact Details, Dietary Requirements, Ethnicity, Nationality, Religion, Free School Meals (FSM), School History, Attendance, Medical Needs, Assessment Data, Behaviour Log, SEN Status.

### **Consent;**

The consent of parents may be relied upon to process some forms of children's data.

We will request consent in the following circumstances;

- Before taking photographs of children to be used within the school environment / on the school website / on our Nursery Facebook page
- Before adding photographs and videos to our secure online learning journal (Tapestry)
- Before students and other professionals take photographs to support their professional development
- Before our Nursery photographer takes photographs [Olive Photos]
- To share information with the Team Around the School (TAS)
- To share information with the Team Around the Child (TAC)

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact Jo O'Raw, Headteacher, [headteacher@larkhill-nur.stockport.sch.uk](mailto:headteacher@larkhill-nur.stockport.sch.uk) or Karen Fairweather, School Business Manager, [karen.fairweather@larkhill-nur.stockport.sch.uk](mailto:karen.fairweather@larkhill-nur.stockport.sch.uk) should you wish to withdraw your consent for any of the above activities.

## **Collecting children's information;**

Whilst the majority of children's 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 children's information to us or if you have a choice in this.

## **Storing children's data;**

We hold all children's data in line with the Stockport retention schedule. This is available on our website.

## **Who we share children's information with;**

- schools that the children attend after leaving us
- our local authority, Stockport Metropolitan Borough Council
- the Department for Education (DfE)

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

## **Why we share children's information;**

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

We are required to share information about our pupils 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 children 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 children 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 children 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 children's 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 children 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, please contact our office to make a request or alternatively you can view our Data Subject Rights Policy on our website.

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:

Jo O'Raw, Headteacher

[headteacher@larkhill-nur.stockport.sch.uk](mailto:headteacher@larkhill-nur.stockport.sch.uk)

or Karen Fairweather, our School Business Manager

[karen.fairweather@larkhill-nur.stockport.sch.uk](mailto:karen.fairweather@larkhill-nur.stockport.sch.uk)

**Our Data Protection Officer is :**

**Naveed Malik**

**Upper Ground Floor, South**

**Stopford House,**

**Stockport**

**SK1 3XE**

**0161 474 4299**

[IGSchoolSupport@stockport.gov.uk](mailto:IGSchoolSupport@stockport.gov.uk)