



Privacy Notice (How we use your information)

The categories of child information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, names of those with parental responsibility)
- characteristics (such as ethnicity, language, service family)
- 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 settings attended)
- assessment and attainment (such as Two year old progress checks, EYFS age and stage)
- behavioural information (such as patterns and any strategies put in place)
- eligibility for Early Years Pupil Premium, DLA, DAF funding, 30 hour childcare, tax free childcare and childcare vouchers (National Insurance numbers)
- Consent to attend educational visits and to take part in educational activities

This list is not exhaustive, to access the current list of categories of information we process please see the data asset register.

Why we collect and use child information

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

- a) to support children's learning and care
- b) to monitor and report on children's attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, medication administration and care plans or emergency contact details)
- f) to meet the statutory duties placed upon us for Local Authority / DfE data collections
- g) to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use child information in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR

In the event of an emergency, where the sharing of medical information with the appropriate medical authorities may protect someone's life, we do this under the basis of Vital Interests

As part of statutory collections for the LA / DfE we collect data for the completion of Early Years censuses and setting-level annual censuses, setting capacity surveys, EYFS Assessment Data, with the legal basis of Compliance with a legal obligation

- Education Act 1996
- Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In addition, concerning any special category data, conditions b, c, d, h of [GDPR - Article 9](#) apply;

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- processing is carried out in the course of its legitimate activities with appropriate safeguards
- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

How we collect child information

We collect child information via

- initial entry forms at the start of the child's time with us
- secure file transfer from previous setting or Local authority (paper or electronic version) if appropriate
- Consent forms from person (s) with parental responsibility
- File transfers / reports from other professionals necessary in order to safeguard a child

We also generate our own data, for example through our planning and assessment of children.

Child data is essential for the settings operational use. Whilst the majority of child 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 child information to us or if you have a choice in this.

How we store child data

Personal data relating to children and their families is stored in line with our Data Protection Policy. In accordance with the Data Protection legislation the setting does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, in line with our Retention Schedule. For more information please visit www.irms.org.uk

See Data Protection Policy, Information Security Policy and Information / Data Asset Register for further information on how we keep your data safe. .

Who we share child information with

We routinely share pupil information with:

- settings that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- Entrust
- Health Visitors
- NHS
- Social Care
- Parentmail (used to contact parents via email / text)
- Early Years Forum (inc. all professionals involved with this)
- Chartwell's Catering

Why we regularly share child information

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

Settings that the children attend after leaving us

Child information files (containing progress and attainment date and reports on children) or safeguarding records are usually hand delivered to the next setting and signed for by an appropriate member of staff. IF this is not possible, they may be sent by post and 'signed for.' Learning Journeys would usually be given to the parents with the request that they share these with the child's next setting.

Our local authority, Entrust, Health Visitors, NHS

The information we share with these parties include the following:

Names, addresses and dates of birth of all children and their parents' names, addresses and contact details, and any information necessary to support these services.

Social Care

The information we share with these parties include the following:

Names, addresses and dates of birth of all pupils and their parents' names, addresses and contact details, and any information necessary to support these services and to ensure the welfare of the child.

Parentmail (used to contact parents via email / text)

The information we share with these parties include the following:

Names, addresses and dates of birth of all pupils and their parents' names, addresses and contact details, and any information that we share with parents.

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:

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.

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 to be given access to your child's educational record, contact Joanne di Castiglione (Manager & Headteacher) in the first instance.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact Manager & Headteacher, Joanne di Castiglione on 01785 246159 or Data Protection Officer, Tracy Thorley, on infogov@staffordshire.gov.uk

How Government uses your data

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

- underpins setting funding, which is calculated based upon the numbers of children and their characteristics in each setting.
- informs 'short term' education policy monitoring and accountability and intervention (for example, Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example impact of 30 hour childcare)

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>

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