



PRIVACY NOTICE for PUPILS & PARENTS

How we use pupil and parent information

Under the General Data Protection Regulations(GDPR) we are obliged to tell you about the information which we hold on your children (pupils), what we use it for, who we share it with and for how long we keep it.

At Kay Rowe we are the Data Controller for the purpose of the data protection regulations.

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

- Personal information (such as name, unique pupil number and address, parents national insurance number)
- Contact details (such as telephone number, addresses, email contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information (such as any concerns raised)
- Assessment information (such as profile books, progress reports)
- Special education needs (such as reports from health & social care, assessments)
- Medical information (child health, dental health, allergies, medication & diet requirements)
- Behavioural information
- Photographs (for internal safeguarding & security purposes, school newsletters, promotional, displays, celebrations)
- CCTV images
- Payment details

We may also hold information about the pupils that we receive from other organisations such as schools, local authorities and the Department of Education

Why we collect and use this information

We collect and use the pupil & parent information for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- for safeguarding & pupil welfare purposes
- to administer admissions waiting lists
- to keep children safe
- to inform you about events & outings taking place
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet the statutory duties placed upon us for the DFE data collections

The lawful basis on which we use this information

We collect and use pupil information for general purposes under Articles 6 & 9 of the GDPR regulations.

- (a) **Consent:** the individual has given clear consent to process their data for a specific purpose
- (b) **Contract:** the processing is necessary for the performance of a contract
- (c) **Legal obligation:** the processing is necessary to comply with the law
- (d) **Vital Interests:** the processing is necessary to protect the life of the data subject
- (e) **Public Interest:** the processing is necessary to perform a task in the public interest or for an official function, and the task or function has a clear basis in law
- (f) **The Education Act 1996 :** to fulfil a statutory requirement by submitting school census returns under Section 537A of the Education Act 1996

More information can be obtained under the following website

[\[https://www.gov.uk/education/data-collection-and-censuses-for-schools\]](https://www.gov.uk/education/data-collection-and-censuses-for-schools)

Note: Some of the reasons listed above for collecting and using pupil's personal data overlap, and there may be several grounds which justify our use of this data.

Collecting pupil information

Pupil data is essential for the nursery's daily operational use.

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.

Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time. We will make this clear when we obtain your consent and explain how this may be withdrawn.

Storing pupil data

We hold pupil data whilst the child remain at Kay Rowe. The file will follow the child when he/she leaves Kay Rowe for another nursery/school. However, where there is a legal obligation to retain information beyond that period, it will be retained in line with our data retention policy and other statutory obligations.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Local Authority (LB Newham)
- Department for Education (DfE)
- School nurses
- Social Services
- Health Authorities
- Social Welfare organisations
- Professional advisors & consultants
- Ofsted
- Other educators
- Suppliers & service providers as required
- Pupils' family & their representatives as required

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 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 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 the 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 through a Subject Access Form.

To make a request for your personal information, or be given access to your child's educational record, contact Anne Kibuuka (Headteacher and Data Controller)

Tel: 02085344403 email: info@kayrowe.newham.sch.uk

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 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 us

If you would like to discuss anything in this privacy notice, please contact: Anne Kibuuka (Headteacher) details as above.