

Privacy Notice Boldon Nursery School – Outdoor Nursery(How we use pupil information)

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

- Personal information (such as name, date of birth, unique pupil number and address)
- 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)
- Observations
- Assessment and Progress Reports
- Relevant medical Information
- Special Educational Needs Information
- Referral for support services
- Behaviour information
- Safeguarding

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure appropriate support services are accessed
- to keep pupils safe

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the General Data protection Regulation: -

- CONSENT – (e.g photographic, social media, visits and outings, sun cream) the parent has given clear consent for you to process their personal data for a specific purpose.
- PUBLIC TASK:- the processing is necessary for you to perform a task in the public interest or for your official functions, and the task has a clear basis in law.
- LEGAL OBLIGATION:- the processing is necessary for you to comply with the law.
 - The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.
- Putting the school census on a statutory basis:
 - means that schools do not need to obtain parental or pupil consent to the provision of information
 - ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
 - helps to ensure that returns are completed by schools

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

Pupil data is stored on by the Local Authority RM Entegris System: This is a secure system which is accessed only by authorised personnel with a secure password.

The data the school requires to operate and record progress is held securely and accessed only by authorised personnel with secure passwords. We hold pupil data for a set period of time:

Pupil Personal details

- Name, address, date of birth, parent contact details, ethnicity, religion, emergency contact details, dietary requirements, medical conditions, Special Educational Needs.
 - Date of last entry in the admissions book+ 6 years retained in school then transferred to school archives.

Pastoral Records

- Consent forms for photographs, videos, social media
 - This information is added to the pupil file above
- Permission slips for school trips/educational visits where there has been no major incidents.
 - Date of trip + 1 year
- Permission slips for school trips/educational visits where there has been a major incidents.
 - Date of birth of pupil + 25years
- Attendance Register
 - Date of last entry + 3 years
- Accident Reports
 - Date of birth + 25 years
- Medicines administered
 - Date of Birth + 25 years

Admissions

Information about applicants

- Date last entry was made + 3 years
- Register of admissions
 - Date of last entry + 3 years

Academic Progress

- Summative assessment
 - This information should follow the child
- Reports to Parents
 - This information follows the child
- Observations and learning journal
 - Sent home with child at end of placement
- Records of Interventions
 - Pupil characteristics – concerns re development –Date of birth + 25years
 - Assessment results and records of progress – Date of Birth + 25 years
 - Referrals made – Date of birth + 25 years

Safeguarding (If applicable)

- Concerns logged, referrals made, disclosures made.
 - Date of Birth + 25 years

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- 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 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 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 school business manager/ school clerk 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
- 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:
The school office on 0191 5363669