



# **Pre-school Privacy Notice for Pupils and Parents**

## **Introduction**

This Privacy Notice describes how the pre-school gathers and processes personal data relating to parents and pupils at the pre-school.

The processing of personal information by the pre-school is predominantly required to meet our contractual and legal requirements as an Early Years Setting as set out by Ofsted, Local Authorities and the EYFS. The processing assists in the provision of the pupil's education and in the safeguarding and welfare of that child.

## **What information is processed**

The categories of pupil and parent data collected and processed include:

- personal information (name, date of birth and contact details)
- specific characteristics (ethnicity, language, nationality, country of birth and eligibility for funding)
- special educational needs and disability information
- attendance record (sessions attended, absences and absence reasons)
- relevant medical or dietary information (medical conditions and allergies)
- details of accidents / incidents / existing injuries
- behavioural and assessment information of children
- bank details, funding information and proof of identity of parents/carers
- relevant documentation for child protection and safeguarding

## **What is the information used for**

The data is used to:

- monitor and report on pupil progress
- support pupil learning
- provide pastoral care and support
- assess the quality of the pre-school's services
- meet statutory requirements for the sharing of pupil data
- compliance with EYFS and Ofsted requirements
- processing of fees and eligibility for funding
- ensure the health, safeguarding and wellbeing of pupils

## **What is the legal basis for the processing**



The pre-school processes pupil and parent data under the Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006 and Limitation Act 1980). By completing and signing the pre-school registration form you are giving consent for the pre-school to process your data and that of your child for the specific purposes of being part of the pre-school. The personal data provided by yourself is required for the completion of the contract and compliance with the law.

For processing activities, where a legal basis is not already in place, the pre-school will request consent before collecting and processing an individual's data.

### **How long is data held**

Pupil data is held in accordance with the pre-school's Retention Schedule. Pupil data is normally transferred with the child to their new school, but in some instances (such as accident reports) information may be held longer when a legal basis is present. The Retention Schedule identifies how long data is held by the pre-school for all processing activities.

### **Who is the information shared with**

Pupil data is shared with:

- the Local Authority
- the Department for Education (DfE)
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, Area SENCO's
- Local Children's Safeguarding boards / LADO
- other pre-school providers attended by the pupil
- Multi-agency professionals working with individual children
- the school that the pupil joins after leaving us

### **How can I access my data**

Data protection legislation gives individuals 8 specific rights, which include the right to access their data. The pre-school has a Subject Access Request process in place that it will use to support parents to access their child's information. To make a request for your personal information or to exercise any of your individual rights, please contact the pre-school office.

The other rights allow parents (in some instances) to:



- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, restricted, or erased
- claim compensation for damages caused by a breach of the Data Protection regulations

If a parent has a concern about the collection or processing of the data collected about them or their child, they should contact the pre-school office in the first instance.

### Data Protection Officer

The pre-school's Data Protection Officer is Shereen Milledge supported by Avensure HR Company

[legal@avensure.com](mailto:legal@avensure.com)

0330 100 8704

**Further information about the Principles of GDPR, the Rights of Individuals and the legal basis for processing data is available in the Pre-school Data Protection Policy**

This Policy was written by	Roger Simmons – Data Protection Officer
This policy was adopted by	Rotherfield Village Pre School Directors
Date	January 2023
Review Date	January 2024 or earlier if required

### Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By