

ST ALBAN'S PRE SCHOOL

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

St Alban's Pre School collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the early years' census return which is a statutory requirement under Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009.

We use the personal data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

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

- Personal information (such as name, date of birth, contact telephone numbers and address)
- Characteristics (such as ethnicity, funded hours and extended hours)
- Special educational needs information
- Pupil progress records
- Dietary or medical information
- Accident and intimate care records

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

We hold pupil data for the duration of their time with the Pre School and then it is stored for 6 years. Pupil accident records and safeguarding records are held in Pre School for 25 years.

How will my information be stored?

Pupil files are stored in a locked filing cabinet for the duration of their time at Pre School. Also information is held on the Pre School booking system, Family and deleted on entry to Primary School.

Who do we share pupil information with?

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- Our Primary School

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law allows us to do so.

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

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years' census) go to <https://www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare>

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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:
- 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 in compliance with the GDPR.

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>

Will this information be used to take automated decisions about me? No.

Will my data be transferred abroad and why? No.

Requesting access to your personal data

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact Mrs Liz Jackson (Finance Officer) Mrs Jen Poulton (Data Protection Officer)

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, 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:

Mrs Elaine Mercer/ Mrs Sarah Brooks

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<hr/> 23 January 2026	<i>(date)</i>
Date to be reviewed	<hr/> 23 January 2027	<i>(date)</i>
Signed on behalf of the provider	<hr/> <i>Elaine Mercer</i>	
Name of signatory	<hr/> Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	<hr/> Head of Pre School	
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