



# Privacy Notice (How we use pupil information – Church Hill Nursery School & Low Hall Nursery School)



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

- Personal information (such as name, 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)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)

## Why we collect and use this information

We use the pupil data:

- to support pupil learning and assess the quality of our services
- to monitor and report on pupil progress and provide appropriate pastoral care
- to comply with the law regarding data sharing
- to share data for statutory inspections and audit purposes
- to claim Funded Early Learning funding for eligible 2, 3 and 4 year olds and if applicable the Early Years Pupil Premium for eligible 3 & 4 year olds.
- to check your child's entitlement for Free School Meals
- to enable your child's Early Years Provider to claim the funding your child is entitled to in the current and future academic years for the purposes of the Early Years Pupil Premium.

## The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-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

We hold pupil data for varying lengths of time depending on what the information is. Please see our School Retention schedule via our Schools website

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority authority (Waltham Forest Council) as your childcare provider, it is our responsibility to forward your children's registration details to the Local Authority (LA) <https://walthamforest.gov.uk/>
- the Department for Education (DfE)
- Calculating Funded Early Learning (FEL) Funding received by childcare providers.
- Sharing with another setting the number of FEL hours previously claimed for a child to avoid double funding claims for the same child.
- Making an assessment of any Special Educational Needs and/or Disabilities (SEND) a child may have.
- Monitoring the number of statutory EYFS 2 year progress checks and 2 year Integrated Reviews completed across the city and by area. Inform the development of Early Years Quality Improvement programmes, including moderation activity and future targeted and universal support to providers.
- Assessment and planning of early years childcare places and services offered throughout the city to meet needs of children and their families. Families with children taking up Funded Early Learning will be registered with their local Family Centre if they have not previously registered.

## 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.

We also share information with organisations such as Qualifications and Curriculum Development Agency (QCDA) and the Office for Standards in Education, Children's Services and Skills (Ofsted) processing information to administer children's services.

## 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>

## 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@churchhill.waltham.sch.uk](mailto:school@churchhill.waltham.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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to make a request relating to any of the rights above please contact [school@churchhill.waltham.sch.uk](mailto:school@churchhill.waltham.sch.uk)

If you have a concern about the way we are collecting or using your personal data or, 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 our Education Data Protection Officer:

Our EDPO is Adeyemi Tihamiyu is contactable via [adeyemi.tiamiyu@walthamforest.gov.uk](mailto:adeyemi.tiamiyu@walthamforest.gov.uk) or 0208 496 4659