



ASHMORE PARK AND PHOENIX NURSERY

SCHOOLS FEDERATION

PRIVACY NOTICE – CHILDREN’S INFORMATION

The categories of children’s information that we collect, hold and share includes:

- Personal information (such as name, date of birth, Unique Pupil Number (UPN), address, parents/carer’s details, medical conditions, special educational needs information etc.)
- Characteristics (such as ethnicity, language, nationality, country of birth and Early Years Pupil Premium (EYPP) eligibility etc.)
- Attendance information (such as sessions attended, number of absences and the reasons for the absence, occasions of lateness to session etc.).

Why we collect and use this information:

We use the child’s data for the following reasons:

- to support the child’s learning
- to assess/monitor and report on the child’s progress
- to provide appropriate pastoral care
- to provide appropriate medical care for diagnosed conditions e.g. asthma, diabetes etc.
 - Please note that we will ask for your consent to administer prescription medication when there is a requirement to do so.
- to assess and identify children with Special Educational Needs and Disabilities (SEND)
- to assess the quality of our services
- to collaborate with external professionals to enhance the quality of teaching and learning in our schools

- Please note that we will ask, as part of our induction processes, for your specific permission for your child to participate in all work that includes collaboration with our external professional partners.
- to comply with the law regarding data sharing.

The lawful basis on which we use this information:

As the data controller for the Federation, the Headteacher ensures that the Federation's practises adhere to the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018. Under Article 6 'Lawfulness of Processing' the processing shall be lawful if at least one of the specific purposes applies e.g. *(1c) processing is necessary for the compliance with a legal obligation to which the controller is subject*'.

Under Article 9 'Processing of Special Categories of Personal Data' the processing shall be lawful if e.g. *(2a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject*'.

Collecting a child's information:

Whilst the majority of children's 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 information to us or if you have a choice in this.

Storing children's data:

Guidance for the Federation is obtained from the Records Management Society of Great Britain - Retention Guidelines for Schools Schedule, which is the recommended source for retention of records for all Wolverhampton Local Authority schools. The length of time for which we hold children's data varies e.g. Attendance Registers are retained from the date of the register + 3 years, although a child's SEN file/Individual Education Plan (IEP) etc. should be retained from the Date of Birth of the child for a period of 25 years, all documentation is transferred with the child to their Primary School, unless there is a robust reason for retention in school. Should you require further clarification please do not hesitate to speak to a member of the Senior Leadership Team (SLT).

Who we share children's information with

We routinely share children's information with:

- schools that the children attend after leaving us
- our Local Authority, which includes professionals from Speech and Language; Health Visitors etc.
- the Department for Education (DfE).

Why we share children's information:

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

We share children's 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 children 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 (DfE) (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 (DfE) and contains information about all children, 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.

Law requires us, to provide information about our children 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 children 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 the 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 a child's 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 children's information to, (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 children 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 Mrs Susan Lacey, Headteacher of Ashmore Park and Phoenix Nursery Schools Federation.

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:

Mrs Susan Lacey
Headteacher
Ashmore Park and Phoenix Nursery Schools Federation
Ashmore Park Nursery School
Griffiths Drive
Wolverhampton
WV11 2LH