



# Privacy Notice

For Parents and Carers

Individuals have the right under data protection law to be informed about how the school uses any personal data that we have on file for them. We comply with this right by providing 'privacy notices' to individuals in cases where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about students.

**Grasmere Nursery School** is the data controller. We collect and use your data and that of your child. This notice explains what we collect, why and how we use it.

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

- Personal information (such as name, unique number, contact details and contact preferences,
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, Pupil Premium, special education needs and disability)
- Attendance information
- Details of any medical conditions including physical and Mental health
- Assessment and attainment information, including special educational needs information
- Photographs
- CCTV images captured on screen
- Safeguarding information
- Exclusions/behavioural information

We may have student information that we have obtained from local governments, other schools, or the Department of Education.

## **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 safeguarding obligations

## **The lawful basis on which we use this information**

We collect and use pupil information under the lawful basis of public interest and for special category data (such as religion, ethnicity and medical information) because it is necessary for a reason of substantial public interest.

Some of the information we collect and use is provided with your consent and that is the lawful basis for us processing it. For example, your permission to process your child's data for school trips and for access to online providers of educational materials. We will make it clear where we are asking for your consent and why, and provide you with the opportunity to refuse to provide us with that information, explaining what the consequence of that will be.

## **Collecting pupil information**

We collect pupil information via our registration forms at the start of the year and we securely transfer any safeguarding information via CPOMS to the next schools

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.grasmerenursery.co.uk](http://www.grasmerenursery.co.uk)

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us- in order to aid smooth transitions
- Luton local authority- in order to fulfil our statutory obligations to share information to them, such as safeguarding and exclusions.
- the Department for Education (DfE) - In order to conduct research and analyse statistical data such as surveys and census
- Our regulator – OFSTED - uses information about the progress and performance of pupils to help inspectors evaluate the work of schools

- NHS Health including other health authorities – to assist in meeting the needs of individual children, to provide an overview of children’s attainment and targets to assist in next steps and progress, and to provide appropriate support
- Health and social welfare organisations – to support safeguarding and ensure that all agencies are part of the support for pupils who are at risk of harm
- Professional advisers and consultants – to support the school to raise attainment for all pupils, to provide benchmarking and target setting relevant to the school
- Police forces, courts, tribunals- to support safeguarding and to ensure that all agencies are part of the support for pupils who are at risk from harm

## **Why we regularly 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.

We share other pupil data to ensure that they receive the most appropriate educational and pastoral support for their needs.

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

## **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **Requesting access to your personal data**

Under UK GDPR, 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 [admin@grasmere.nurseryluton.com](mailto:admin@grasmere.nurseryluton.com) and our GDPR Data Protection Officer is: **Paula Creighton**

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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:

Barbara Tewe

Headteacher

Grasmere Nursery School

Icknield Way

Luton

LU3 2BT

The school's Data Protection Officer is Paula Creighton who can be contacted at [paula.creighton@sptcompliance.co.uk](mailto:paula.creighton@sptcompliance.co.uk)