

# Privacy Notice (How we use your information and that of the children in our care)

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

- Personal information (such as name, address, telephone numbers, email, parent')
- Characteristics (such as ethnicity, language, nationality, country of birth and date of birth of the child)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information in learning journeys
- Relevant medical information e.g. allergies and food intolerances
- Special educational needs information

## Why we collect and use this information

We use the data we collect:

- to support child learning
- to monitor and report on child progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet the requirements of Oxfordshire County Council and the Department for Education
- To claim Nursery education funding

## Collecting information

Whilst the majority of 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 data

We hold child data for the time the child is with us and for 6 years beyond this in paper form. Electronic records are held for 2 years.

## Who we share information with

We routinely share information with:

- if requested, the schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

## Why we share information

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

We share' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins any required 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 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 and contains information about pupils in schools and nurseries 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, nurseries, local authorities and awarding bodies.

We are required by law, 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 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: and
- 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.

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>

## 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 The Nursery Manager.

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:

**The Manager, The Cottage Nursery, Faringdon Road, Watchfield, Swindon SN6 8TS  
who is the Controller of the personal data you provide to us.**