

**Birchfield Nursery School**

**Privacy notice for Parents/ Carers**

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

 We, Birchfield Nursery School, are the ‘data controller’ for the purposes of data protection law.

 Our data protection officer is Beth Sharratt

**Who we are and what we do**

We are Birchfield Nursery School, Victoria Road, Widnes ,Cheshire WA8 7TH

 We are a maintained nursery school for children ages 3-4 years old. Our local authority is Halton Borough Council.

**The personal data we collect and hold**

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about parents and pupils includes, but is not restricted to:

* Contact details, contact preferences, date of birth, identification documents, National Insurance number.
* Results of internal assessments
* Pupil and curricular records
* Characteristics, such as ethnic background, eligibility for pupil premium or special educational needs
* Exclusion information
* Details of any medical conditions, including physical and mental health
* Attendance information
* Safeguarding information
* Details of any support received, including care packages, plans and support providers
* Photographs
* Payment information

**Why we use this data**

We use this data to:

* Support pupil learning
* Monitor and report on pupil progress
* Provide appropriate pastoral care
* Protect pupil welfare
* Assess the quality of our services (including monitoring staff performance)
* Administer admissions waiting lists
* Carry out research
* Comply with the law regarding data sharing
* Identify pupil eligibility for Free 30 hours of Education and Pupil Premium funding
* Meet statutory guidelines
* To accept payments via our online payment system

**Our legal basis for using this data**

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

**Collecting this information**

We collect / obtain data from pupils, parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

**How we store this data**

We keep personal information about pupils and their parents/guardians while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We retain the data according to guidelines in our Data Retention Schedule. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

**Data sharing**

We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. Where it is necessary to protect a child, the school will also share data with the Local Authority Children’s Social Services, medical professional and/or the Police. We will share information with the local authority to check eligibility for funding. We do not transfer personal data to countries outside the European Economic Area.

**Requesting access to your personal data**

Under 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 sec.birchfieldnursery@halton.gov.uk

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 make a subject access request, we will:**

* + Give you a copy of the information in an intelligible form
	+ Give you a description of the data we hold
	+ Tell you why we are holding and processing it, and how long we will keep it for
	+ Explain where we got it from, if not from you or your child
	+ Tell you who it has been, or will be, shared with
	+ Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

**Other rights**

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

* Object to the use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact our data protection officer.

**Beth Sharratt**

**The pupil data that we lawfully share with the DfE through data collections:**

* underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
* informs ‘short term’ education policy monitoring and school accountability and intervention (for example, Pupil Progress measures).
* supports ‘longer term’ research and monitoring of educational policy
* 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

**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

Sharing by the Department of Education

The law allows the Department to share pupils’ personal data with certain third parties, including:

* schools
* local authorities
* researchers
* organisations connected with promoting the education or wellbeing of children in England
* other government departments and agencies
* organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police. For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

To contact DfE: https://www.gov.uk/contact-dfe