

# **Privacy Notice for Little Sparkes Preschool (How we use personal information and data)**

## **What personal information and data do we collect?**

We collect information about:

- children in our nursery
- people that have responsibility for our children (such as parents, carers etc.)
- our staff, volunteers and students

This information is used to help us:

- deliver childcare and education
- contact the right people about matters relating to children
- ensure a healthy, safe environment for learning
- carry out our functions as an employer

If we hold data about you, you have rights in respect of your data including the rights:

- to be supplied information on our use
- to see what data we are holding about you
- to request correction or erasure of your data
- to object to processing
- to complain to our data protection officer or the supervisory authority

## **Why we collect and use children's information**

We collect and use children's information under:

- the GDPR Article 6 (c) – for example where we are required to do so by the Education Act 1996 and the Childcare Act 2006 and Children & Families Act 2014
- the GDPR Article 6 (d) and 9 (c) – for example critical health information about children that may put them at risk
- the GDPR Article 6 (a) – for example where data has been supplied by the parent for use in the setting eg information about family preferences in respect of religion

We use children's data:

- to support children's learning
- to monitor and report on children's progress
- to ensure a healthy, safe environment for learning
- to assess the quality of our services
- to comply with the law regarding data sharing

## **The categories of children's information that we collect, hold and share include:**

- personal information (such as name 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)
- 'Early Years Pupil Premium'; eligibility for universal (15 hours), 2yr old and 30 hours funding.
- assessment information, both written and electronic
- information about special educational needs and disabilities
- medical information
- CCTV recordings

## **Collecting children'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 data protection law, we will inform you whether you are required to provide certain children's information to us or if you have a choice in this.

## **Storing children's data**

We hold children's data for the periods detailed in our [retention policy](#)

## **Who do we share children's information with?**

We routinely share children's information with:

- schools and other settings that children currently attend or attend after leaving us
- our local authority
- the Department for Education (DfE)
- other professionals such as educational psychologists, health visitors

## **Why we share pupil information**

We share children's data only for the purposes noted and as required by law.

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 in regard to funding or for any children who are five and for whom we are required to carry out an Early Years Foundation Stage Profile assessment.

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early year's census) go to <https://www.gov.uk/government/publications/early-years-census-2018-guide>

## **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.

As an early years setting we are required by law, to provide information about our children to the DfE as part of statutory data collections such as the 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 children's information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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
- 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>

### **Why we collect information on the people that have responsibility for our children (parents and carers)**

We collect and use information about people that have responsibility for our children under:

- the GDPR Article 6 (c) – for example where we are required to do so by the Education Act 1996
- the GDPR Article 6 (a) – for example additional contact information supplied to us above that required by law

### **Categories of information that we collect, hold and share include:**

- personal information (such as name and address)
- contact details (such as mobile telephone number or other ways to get in touch)
- emergency contact details
- parental responsibility
- national insurance (NI) number
- parental funding declaration

### **Why we collect and use this information**

We use the data about people that have responsibility for our children:

- to contact them, both routinely and in emergencies
- to ensure they are kept aware of children's progress as appropriate
- to comply with the law regarding data sharing

## **Collecting information**

Whilst much 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 information to us or if you have a choice in this.

## **Storing data about people that are responsible for our children**

We hold data for the periods detailed in our [retention policy](#)

## **Who we share data about people that have responsibility for our children with**

We routinely share information with:

- our local authority
- the Department for Education (DfE)
- other professionals working with the setting, for example educational psychologists and health visitors
- other settings or schools that the child attends or will attend after leaving us

## **Why we share information**

We share information about people that have responsibility for our children for the purposes noted and as required by law.

We do not share information about people that have responsibility for our children with anyone without consent unless the law and our policies allow us to do so

## **Why we collect information on our workforce (staff, students and volunteers)**

We collect information on our nursery's workforce under:

- GDPR Article 6 (b) the employment contract and Article 6 (c) e.g. Education Act 1996. Certain special characteristics are processed under GDPR Article 6 (c) and Article 9 (b) e.g. Ethnicity information required by the Equalities Act 2010

## **The categories of nursery workforce information that we collect, process, hold and share include:**

- personal information (such as name, employee number, national insurance number, bank details, photographic ID, medical needs, next of kin details, email address, right to work in UK)
- special categories of data including characteristics information such as gender, age, ethnic group, vetting and barring information (DBS number and issue date and disqualification by association)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications
- supervision and appraisals

## **Why we collect and use this information**

We use nursery workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- maintain safety of staff and children
- enable individuals to be paid

- ensure equality of opportunity
- support staff CPD

### **Collecting information**

Whilst much of the 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 information**

We hold data for the periods detailed in our [retention policy](#)

### **Who we share our workforce information with**

We routinely share our workforce information with:

- our local authority
- the Department for Education (DfE)

### **Why we share our nursery's workforce information**

We share information about our workforce members for the purposes noted and as required by law.

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

### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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

Under data protection legislation, parents, children and staff 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 [setting to include details of their administrator / Data Protection Officer]

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
- 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, 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:

Little Sparkes Preschool / Atkin Mustafa / Designated DPO/  
info@littlesparkespreschool.co.uk