



## **ASHMORE PARK AND PHOENIX NURSERY**

### **SCHOOLS FEDERATION**

#### **PRIVACY NOTICE – CHILDREN’S INFORMATION**

Ashmore Park and Phoenix Nursery Schools Federation is the data controller of the personal information you provide to us, which means each school is responsible for notifying you as to how your data is used and stored. We refer to your information as ‘personal data’ and when and how we use your information is referred to as ‘processing’. The UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 outline how personal data should be protected and used appropriately by organisations.

There are occasions where your personal data will need to be shared with other people, organisations and companies external to your child’s school. The sharing of your data will only occur after we have sought your permission (consent), unless the law requires us to do so. Where we need to share your personal data with external partners outside of your child’s school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

#### **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.);
- Safeguarding information (such as court orders and professional involvement i.e. MASH);
- Images (such as photographs and CCTV images);
- Special educational needs (including the child’s individual needs and ranking);
- Medical information (such as doctors details, child’s health conditions, medication, allergies and dietary requirements); and
- Attendance information (such as sessions attended, number of absences and the reasons for the absence, occasions of lateness to session and previous schools attended).

#### **Why we collect and use your information?**

Ashmore Park and Phoenix Nursery Schools Federation holds the right to collect and use personal data relating to our children and their families, and we may receive information from their previous school, a local authority and/or the DfE. We collect and use personal data in order to meet legal requirements and our public task duties and obligations as set out in the UK GDPR and UK law, including those in relation to the following:

- The Education Act 1996;
- The Education (Information About Individual Pupils) (England) Regulations 2013; and
- The Children Act 1989 & 2004.

In accordance with the above, the personal data of our children and their families is collected and used for the following reasons:

- To support the child's learning and remote learning;
- To assess/monitor and report on the child's progress;
- To provide appropriate pastoral care;
- To provide appropriate medical care for diagnosed conditions i.e. asthma, diabetes, epilepsy and to keep children safe i.e. food allergies, emergency contact details
  - Please note that we will ask for your consent to administer prescription medication when there is a need 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.

### **Storing children's data:**

Personal data relating to the children and their families who attend one of our schools' is stored in line with the Federation's 'Data Protection Policy' and 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. In accordance with UK GDPR, the Federation does not store people's personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally obtained. For example, Attendance Registers are retained from the date of the register + 3 years; however, 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, however, transferred with the child to their Primary School, unless there is a robust reason for retention in School.

### **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 UK GDPR we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## **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.

## **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 termly 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; and
- providing information, advice or guidance.

The DfE 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 for Education'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>.

### **Whom we share children's information with:**

Ashmore Park and Phoenix Nursery Schools Federation does not share information about our children or their families with anyone, without consent, unless the law and/or our policies allow us to do so. The Federation routinely shares children's data with:

- children's destination school(s) at the point of leaving the School;
- Wolverhampton City Council and other Local Authorities, as and when required, and associated Wolverhampton agencies i.e. Social Services, SNEYS Team, Audit, SIMS (Management Information System);
- the NHS and Health Professionals i.e. Speech and Language Service; Health Visitors; Hearing Impairment Service, Paediatrics, Educational Psychologists;
- the DfE i.e. Secure Access S2S;
- other Government agencies i.e. Ofsted;
- communication software providers i.e. Teachers2Parents;
- the Federation's CCTV providers (School managed);
- external professionals and consultants i.e. Local Authority School Improvement Team, Federation Pedagogical Consultant; and
- contract IT Support Services (eServices).

### **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>.

### **Requesting access to your personal data, what are your rights?**

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 UK GDPR regulations, either through the ICO or through the courts.

Where the processing of your data is based on your consent, you have the right to withdraw consent at any time; this can be actioned by contacting your school's Senior Administrator, in writing, at:

Ashmore Park Nursery School - [ashmoreparknurseryschool@wolverhampton.gov.uk](mailto:ashmoreparknurseryschool@wolverhampton.gov.uk)

OR

Phoenix Nursery School - [phoenixnurseryschool@wolverhampton.gov.uk](mailto:phoenixnurseryschool@wolverhampton.gov.uk)

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