



## Privacy Notice for Parents/Carers – Use of your Child’s Personal Data

The Data Protection Act 2018 provides individuals with a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing “privacy notices” to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **children who attend our Nursery Schools**.

We, Cookham, Maidenhead and The Lawns Nursery School Federation are the “data controller” for the purposes of data protection law.

Our data protection officer is Satswana Ltd – see “Contact Us” below.

### The Personal Data we hold

Personal data that we may collect, use, store and share (when appropriate) about children attending our schools includes, but is not restricted to:

- name, contact details, contact preferences, date of birth, identification documents;
- parents’/carers’ name, address and contact details;
- children who are adopted from care, looked after children, under special guardianship;
- results of internal assessments;
- pupil and curricular records;
- characteristics, such as ethnic background, language, eligibility for Early Years Pupil Premium, or special educational needs;
- 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.

We may also hold data about children that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we use this Data

We use this data to:

- support children’s learning;
- monitor and report on children’s progress;
- provide appropriate pastoral care;
- protect the children’s welfare;



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- assess the quality of our services;
- administer admissions waiting lists;
- Comply with the law regarding data sharing

### **Our Legal Basis for using this Data**

We only collect and use a child’s personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation;
- we need it to perform an official task in the public interest.

Less commonly, we may also process a child’s personal data in situations where:

- we have obtained consent to use it in a certain way;
- we need to protect the individual’s vital interests (or someone else’s interests).

Where we have obtained consent to use a child’s personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using a child’s personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this Information**

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this Data**

Children’s records are stored securely in paper files and on the school’s secure server. We keep personal information about your child 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 will adhere to the Information Management Toolkit for Schools guidance on retention. Our Data Protection Policy sets out how we store and how long we store information about your child. Our Data Protection Policy can be found at:

<https://www.nurseryfederation.co.uk/page/?title=Our+Policies&pid=41>

### **Data Sharing**

We do not share information about children with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it



complies with the Data Protection Act 2018), we may share personal information about children with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- the Department for Education – to meet our legal obligations to share certain information with it, such as assessment information;
- the child’s family and representatives – as requested;
- the school photographer – the child’s name and class shared for photo printing needs;
- our regulators, e.g. DfE and Ofsted – during an inspection, children’s work and our records may be scrutinized (all on site only);
- suppliers and service providers – to enable them to provide the service we have contracted them for (no information taken off site), e.g. Local Authority services;
- survey and research organisations, e.g. local university – no child’s personal data is shared without permission from parents/carers;
- health authorities as appropriate and with parental consent unless for safeguarding reasons;
- health and social welfare organisations – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- professional advisers and consultants – education advisors support children in school and no personal information is taken off site;
- police forces, courts, tribunals – as required by law.

### **National Pupil Database**

We are required to provide information about children attending our nursery schools to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the **National Pupil Database (NPD)**, which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department’s webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

### **Transferring Data Internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



## Parents’ and Children’s Rights regarding Personal Data

Individuals have a right to make a “**subject access request**” to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it;
- 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;
- give you a copy of the information in an intelligible form.

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

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child’s educational record. To request access, please contact the School Office Staff.

### Other rights

Under data protection law, individuals have certain 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;
- claim compensation for damages caused by a breach of the data protection regulations.

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

### Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer.



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Alternatively, you can make a complaint to the Information Commissioner’s Office. You can:

1. Report a concern online at <https://ico.org.uk/concerns/>
2. Call 0303 123 1113
3. Write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

This notice is based on the Department for Education’s model privacy notice, amended to reflect the way we use data in this school.

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office or our data protection officer:

**Satswana Ltd**  
 Pembroke House  
 St Christopher’s Place  
 Farnborough  
 Hampshire  
 GU14 0NH  
 Tel: 01252 759177  
 Email: [info@satswana.com](mailto:info@satswana.com)

**Cookham Nursery School**  
 Station Hill  
 Cookham  
 Berkshire  
 SL6 9BT  
 Tel: 01628 520002  
 Email: [cookhamnursery@eyfed.org.uk](mailto:cookhamnursery@eyfed.org.uk)

**Maidenhead Nursery School**  
 School Lane  
 Maidenhead  
 Berkshire  
 SL6 7PG  
 Tel: 01628 623551  
 Email: [maidenhead-nur@eyfed.org.uk](mailto:maidenhead-nur@eyfed.org.uk)

**The Lawns Nursery School and Pre-Nursery**  
 Imperial Road  
 Windsor  
 Berkshire  
 SL4 3RU  
 Tel: 01753 865351  
 Email: [lawns@eyfed.org.uk](mailto:lawns@eyfed.org.uk)



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**Approved by:** Teaching and Learning Committee

**Signed by Chair of Governors:** .....

**Date:** 9<sup>th</sup> October 2023

**Review Date:** October 2024