



Whitwick St John the Baptist CE Primary School

Privacy Notice for Parents/Carers

Pre-School

Under data protection law, individuals have 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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

Our school is defined as the 'data controller' for the purposes of data protection law. Our data protection officer is Vicky Pettit.

How we use pre-school pupil information:

Personal data that we may collect, use, store and share (when appropriate) include:

Personal Information	Name, gender, date of birth, home address, contact details, contact preferences, photograph of your child.
Medical Information	Doctors information, health visitor information, immunisation details, child health, dental health, allergies, medication and dietary requirements.
Characteristics	Ethnicity, country of birth, nationality, language and religion.
Attendance Information	Sessions attending, number of absences and reasons for absences, any previous settings attended.
Assessment Information	Pre-school assessment, statutory assessments, learning journey evidence, reports to parents.
Other Information	Travel arrangements, special education needs including the needs and ranking, safeguarding information including any court orders and professional involvement, CCTV images captured in pre-school.
Information on Parents / Carers with legal responsibility for the child	Name, telephone number, email, address, relationship to pupil, early years pupil premium eligibility, FEEE information for funding.

Why we collect and use this data

We use pre-school pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- Protect pupil welfare
- Comply with the law regarding data sharing

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. The lawful basis for processing personal data is set out in Article 6 of the General Data Protection Regulation.

Most commonly, we process it where:

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

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way. This consent can be withdrawn at any time and we will make this clear when we ask and explain how consent can be withdrawn.
- We need to protect the individual's vital interests (or someone else's interests)

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

Collecting pupil information

We collect the majority of our pupil information via:

- Registration forms at the beginning of the year.

The majority of pupil information you provide to us is personal. 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 pupil data

We keep personal information about pupils while they are attending our pre-school. We may also keep it beyond their attendance at our pre-school school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. A copy of this can be obtained through the school office.

Who we share pupil information with

We routinely share information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department of Education
- Health Authorities
- Social Services
- Ofsted
- Professionals visiting the school i.e. Educational Psychologists.

Why we share pupil information

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

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>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. This is known as a “**Subject Access Request**”.

To make a request for your personal information contact:

Jodie Wesley: School Business Manager

Vicky Pettit: Data Protection Officer

Telephone: 01530 832116 Email: jwesley@whitwickce.leics.sch.uk

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:

Jodie Wesley: School Business Manager

Vicky Pettit: Data Protection Officer

Telephone: 01530 832116 Email: jwesley@whitwickce.leics.sch.uk