

# Privacy Notice (How we use pupil information)

## The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement, safeguarding concerns, and open cases)
- special educational needs and cohort group support (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Planning, assessment and attainment, and behavioural information where necessary (such as learning journeys and diaries)
- Consents given for different activities with the setting and on outings.

## Why we collect and use pupil information.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of being a Registered Provider for the delivery of Early Years curriculum in accordance with the legal basis of Early Years Foundation Stage in accordance with <https://www.gov.uk/early-years-foundation-stage>

## How we collect pupil information

We collect pupil information primarily via registration and consent forms but may request or be supplied information by email if not provided on the registration form or information has changed since the date of the registration.

Pupil data is essential for the Pre-schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it requested on a voluntary basis. To comply with the data protection legislation, we will inform you at the point of collection,

whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit: <https://www.bansteadbunnies.co.uk/wp-content/uploads/2018/05/Retention-of-records-policy.pdf>.

Data is held in paper copy files and local digital files (accessed only by authorised employees) and in our contracted secure IT system Baby's Days.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- SEND support agencies as required
- Safeguarding agencies such as MASH, Police (following MAISP protocol)

## Why we regularly share pupil information.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Information is shared only to support either SEND/Safeguarding cases and pupil transition to Key Stage 1 settings such as primary schools. This is transferred by email, through secure portals dedicated to that purpose or in face-to-face meetings.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections from time to time. We are not currently required to share personal information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections. If the personal data requested is of relevance or merit to the setting, specific consent will be sought.

## 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. To make a request for your personal information, or be given access to your child's educational record, contact [jo@bansteadbunnies.co.uk](mailto:jo@bansteadbunnies.co.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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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:  
[jo@bansteadbunnies.co.uk](mailto:jo@bansteadbunnies.co.uk)

## How Government uses your data

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, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 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

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>

Updated for Sept 2024.