

10.12 The Pre-school Group Ltd Data Protection Privacy Notice

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth address, telephone number and email address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Attendance information (such as sessions attended, number of absences and absence reasons)

Why we collect and use this information

We use the pupil data:

- to support pupil learning and to access any government funding
- to monitor and report on pupil progress
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the lawful basis of 'Legal Obligation' as we have a legal requirement to do so. This is names, date of birth, addresses and medical needs.

Some data we collect for example, photographs of your child you will be required to consent for us to do this.

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for as long as the law states we have to and no longer than necessary. We will keep data about you and your child secure and will protect your data.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we 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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Requesting access to your personal data

Under data protection legislation, parents 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 Gaye Hooker (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; 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 or contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>. More information on this is on our website or within the pre-school.