

## Privacy Notice

Brearley Nursery School

### Mission Statement



**"A safe place to hope, learn, play, enjoy and grow".**

At Brearley Nursery School and Children's Centre we value all of our children and families. As a setting we follow Birmingham City Council's safeguarding procedure and we uphold British values whilst celebrating the diversity in our communities. We also promote mutual respect and we are an inclusive setting.

Our ethos and curriculum enables children to be independent learners who make choices and building strong relationships, particularly with their peers. This promotes an exciting learning journey that engages learners

We are a Rights Respecting School where we help our children to grow into confident, caring and responsible young citizens both in school and within the wider community. By learning about their rights our children also learn about the importance of respecting the rights of others.

All of these principles create the firm foundations needed to encourage democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faith and beliefs. Staff members are also trained on the 'Prevent Strategy', this is utilised in the delivery of the curriculum and within our professional practice.



# Privacy Notice

## The lawful basis on which we use this information

In school we collect and use pupil information under Education Act 1996 Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) May 2018.

## How we use pupil information

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment (such as progress in Early Years Foundation Stage data and Learning Journey)
- Medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special educational (such as the need, EHCP and early support plans)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Trips and activities information (such as consent and organisational)
- Payment systems (such as Parentpay)
- Electronic documents on school network and paper records
- Daily internal paperwork (such as school meal information, accident information, permissions for photographs, applications of sunscreen, face paint, sleep charts, changing records, emergency medical treatment)
- Current or historic social care involvement (such as safeguarding and child protection plans)

## Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## 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

Data is stored on computer systems supported by security systems to ensure that your data is stored safely or on paper records which are securely stored.

Educational records are held securely in school and are transferred when your child moves to their new school. Your child's records will then be kept until they reaches the age of 25, after which these records will be safely destroyed.

## 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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the 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 pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department 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 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 pupil 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'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 pupil information, (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>

## 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

**Yewande Lawal - Data Protection Officer or Craig Jones on ( 0121 675 2309)**

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:

**Yewande Lawal Tel- 0121 675 2309 or [y.lawal@brearley.bham.sch.uk](mailto:y.lawal@brearley.bham.sch.uk)**

**Craig Jones - Data Protection Officer Tel- 0121 675 2309 or [c.jones@brearley.bham.sch.uk](mailto:c.jones@brearley.bham.sch.uk)**