



Howard Street
Nursery School

Privacy Notice for Pupils (How we use pupil information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to inform you where we are processing your personal data.

Howard Street Nursery School is the 'data controller' for the purposes of the data protection law.

The privacy notice explains how we collect, store and use personal data.

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, 30 hours free nursery education eligibility, 2 year old places eligibility, Disability Access Funding (DAF))
- safeguarding information (such as court orders and professional involvement)
- special educational needs (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)
- assessment and attainment (such as early years data)
- behavioural information (such as exclusions or issues)
- photographs
- CCTV images

Why we collect and use pupil information

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

- a) to support pupil learning
- b) to enrol pupils into the school
- c) to monitor and report on pupil attainment progress
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us for DfE data collections
- h) where you, the pupil (if aged 13 or over), or your parent or guardian (if under 13), have given consent to us doing something for a specific purpose.

At Howard Street Nursery School we collect and use personal data in order to meet legal requirements and legitimate interests set out Under the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of the Education (information about Individual pupils) (England) Regulations 2013
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How we collect pupil information

We collect pupil information via admission forms at the start of the school year. If you child transfers from another school their information will transferred by a common transfer file (CTF) from their previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order 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

Access to your personal data will be limited to school staff who need to know about you. Information held on paper files is stored securely and the school and information stored on computer will be held securely on the school server which is encrypted and GDPR compliant.

We hold pupil data securely for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share pupil information with

Howard Street nursery School will not share your personal information with any third parties without your consent, unless the law allows us to do so. We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS
- Capita SIMS – pupil personal data including attendance, assessment and medical data
- Social Care
- School Website

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.

We share pupil's data with the Department for Education (DFE) on a statutory basis. This data sharing underpins school funding and educational monitoring.

We are required to share information about our pupils with the DFE under section 3 of the Education (Information About Individual Pupils) (England) regulations 2013.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

To find out more about the data collection requirements placed on us by the DFE go to:

Examples for school census:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For maintained schools - section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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, you will be asked to complete a **'subject access request'** contact Howard Street Nursery School by email: office@howardstreet.rochdale.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
- a right to seek redress, either through the ICO, or through the courts

Contact

If you would like to discuss anything in this privacy notice, please contact: Howard Street Nursery School, Mrs R Rawsthorne at office@howardstreet.rochdale.sch.uk

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern our Data Protection Officer in the first instance at DPOSchools@Rochdale.Gov.UK or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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.
- 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/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>