

# Privacy Notice for Mayford Pre-school – how we use childrens’ information

**The General Data Protection Regulation (GDPR) May 2018 is a data protection law which strengthens the rules around personal data and requires organisations to be more accountable and transparent, giving people greater control over their own personal data. It is regulated by the Information Commissioners Office (ICO). As such, individuals have a right to be informed about how Mayford Pre-school uses any personal data that it holds 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 relating to parents and children. We, Mayford Pre-school, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer is Karen Orrin (see ‘Contact Us’ below).**

## The categories of childrens’ information that we process

Personal data that we may collect, use, store and share (when appropriate) about children includes, but is not restricted to:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity, language, and free funding eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs, ranking and provision of support)
- 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 preschools attended)
- assessment and attainment (such as school transition reports)
- behavioural information
- photographs and videos

**We may also hold data about children that we have received from other organisations such as local authorities.**

## Why we collect and use childrens’ information

We collect and use children’s information, for the following purposes:

- a) to support childrens’ learning
- b) to monitor and report on children’s 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

## **Our legal basis for using this information**

We only collect and use childrens' information when the law allows us to. Most commonly we process it where:

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

Less commonly, we may also process childrens' information in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use childrens' information, this consent can be withdrawn at anytime. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using childrens' information overlap, and there may be several grounds which justify our use of this information.

## **How we collect childrens' information**

We collect childrens' information from the enrolment form and subsequent 'Welcome Pack' forms which are completed once your child has joined us. Other information is collected when you complete the Surrey County Council funding form.

This information is essential for the preschool's operational use. Whilst the majority of information you provide us with is mandatory, some of it is 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 information to us or if you have a choice in this.

## **How we store childrens' information**

We hold childrens' information securely in a paper and digital format whilst they attend the preschool. For further information about our data retention schedule and how this information is kept safe, please refer to our policies and procedures, a detailed version of which is available daily at the hall (and is emailed to all parents once their children join). Alternatively, for an abridged version visit [www.mayfordpreschool.co.uk](http://www.mayfordpreschool.co.uk)

## **Who we share childrens' information with**

We routinely share childrens' information with:

- the school that a child will attend after leaving us
- our local authority (Surrey County Council)
- the Department for Education (DfE)
- NHS

## Why we regularly share childrens' information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so. For further information about how we do this, please refer to our policies and procedures as detailed above.

## 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:

Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009

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, individuals have the right to make a 'subject access request' to gain 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 our Data Protection Officer, Karen Orrin.

If you do make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you or your child
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

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 Us

**If you would like to discuss anything in this privacy notice, please contact:**

- Karen Orrin (Data Protection Officer)
- Telephone: 07508 687717
- Email: [info@mayfordpreschool.co.uk](mailto:info@mayfordpreschool.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>

Or

early years census <https://www.gov.uk/childcare-parenting/early-years-census>

### 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>