

Taqwa Nursery Privacy Notice & Data Protection Policy (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under the Education Act 1996 and under Article 6.1 c and d, and Article 9.1 and 9.2 c, d, f, g and h of the General Data Protection Regulation legislation 2018.

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
- to access funding for pupil education
- to understand each child and allow these baseline understandings to shape the learning and development of the child
- to create observations and assessments of a child's development and to share such information with parents/guardians via emails and learning journals
- to comply with the NHS Test and Trace scheme during the Covid-19 Pandemic

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

- Personal information (such as Name, Date of Birth/Birth Certificate, parents'/guardians'/emergency contact information, Address including proof of address documentation, Parent ID, National Insurance Numbers, Occupation information and Parent Email Addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and EYPP and funding eligibility including parents National Insurance Numbers)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Developmental information including 2.5-year progress check as carried out by a Health Visitor and by the setting, WellComm Speech and Language assessment information and observations and assessments in regards to the Early Years Foundation Stages Development Matters documentation
- Occurrence of accidents at home or in the setting
- Logs of incidents including safeguarding issues
- Health care plans including information regarding long term or preventative medication
- Any paperwork related to Special Educational Needs and Disabilities and Child Protection or Safeguarding paperwork (such as Early Help assessment forms and Educational Health and Care Plans and subsequent reviews, and all other related paperwork such as intervention plans and individual education plans etc)

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 the following time periods in accordance to the Data Protection, Early Education and Safeguarding legislations:

- Developmental and Learning records – 6 full years after the child has left
- Early Education Application Files and Attendance records – 6 full years from the date the record was created
- Accident and Medication records – 6 full years after the child has become 21 years of age
- Records of reportable injuries to children including Deaths, Diseases and Dangerous Occurrences – 6 full years from the date the child becomes 21 years of age
- Child Protection and Safeguarding records or other records pertaining to these – 24 full years from the date the record was created

Who do we share pupil information with?

We routinely share pupil information with:

- Schools' that the children attend after leaving us – *if* this information is asked for
- The Local Authority
- The Department for Education (DfE)
- Any relevant Authorities in the case of Child Protection or Safeguarding concerns
- The Early Years Team and other agencies such as SALT, Ladywood Outreach, Ed Psych etc in the case of Special Educational Needs
- The Local Health Protection Team and the NHS Test and Trace scheme during the Covid-19 Pandemic

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.

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 pupil information we share with the department, for the purpose of data collections, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 the DfE, go to: <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:

Ayesha Patel (Data Protection Officer)

Taqwa Nursery

Holmeswood Road

Great Lever

Bolton

BL3 3HS

07305866370

taqwaanursery@mail.com

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

Over-claiming hours

In the case of over-claiming hours, we may need to share the names of the childcare settings that your child attends stating the amount of hours that are being claimed. This will only be shared with providers that your child is registered to as attending.

If you have a concern 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:

Ayesha Patel (Data Protection Officer)

Taqwa Nursery

Holmeswood Road

Great Lever

Bolton

BL3 3HS

07305866370

taqwaanursery@mail.com

If you cannot access any of the websites listed above, or would like any other information, please contact the LA on:

- Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
Website: www.bolton.gov.uk
Email: ec.imu@bolton.gov.uk

Parent/Guardian Consent Slip:

I understand the Privacy Notice as set out by Taqwa Nursery's Data Protection Policy, and I consent to the Nursery collecting, processing and retaining personal data about my child.

I understand my rights in relation to accessing the personal data that is held by Taqwa Nursery and understand how to go about this.

Parent/Guardian Name: _____

Child's Name: _____

Signed: _____

Date: _____