

# BISHOP CORNISH PRE SCHOOL

## Privacy Notice – How we use children's information

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### General Data Protection Regulations (GDPR) 2018

### **The Trustees**

April 2018

This booklet provides information for parents and carers regarding the implementation of the General Data Protection Regulations (GDPR) 2018 by the trustees of Bishop Cornish Pre School



## **Privacy Notice For Our Children'ss (How we use children's information)**

We at Bishop Cornish Pre school are a data controller for the purposes of the General Data Protection Regulations (GDPR). This means that we are responsible for deciding how we hold and use personal information about children, parents and carers. We are required under data protection legislation to tell you what information we hold and why we hold it, how we use it and to tell you about your rights.

This notice applies to current and former children who attend the pre school.

### **Data Protection Principles**

We will comply with data protection laws. This says that the personal information we hold about your child must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about;
- Kept securely;

### **The categories of children and parent/carer's information that we collect, hold and share include:**

- Personal information (such as name, date of birth, phone numbers, email addresses, address, medical information, photographs, special education needs, exclusions, behavioural information, parents national insurance numbers, passport or birth certificate numbers);
- Home visit information – back ground information about the child.
- Transfer information from other settings.
- Accident forms
- Characteristics (such as ethnicity, language, nationality and country of birth
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment Information, tracking data and observations of play activities on tapestry ( Tapestry is also GDPR compliant);
- Relevant medical information;

### **Why we collect and use this information**

We use the children's information:

- to support children's learning;
- to monitor and report on children's progress;
- to comply with the requirements from the LEA so that the children receive their government funding;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- to support the management of school trips and provision outside of the school day;
- to protect health and safety;

## **The lawful basis on which we use this information**

We collect and use children's information for the purposes of data collection under the Education Act 1996. Furthermore, we collect and use information:

- To perform the contract we have entered into with children's/parents relating to the provision of education;
- To deliver education in accordance with public interest;
- Where we need to comply with a legal obligation;
- Where it is necessary for our legitimate interests (or those of a third party) and the children's interests and their fundamental rights do not override those interests;

We may also use children's information in the following situations, which are likely to be rare:

- Where we need to protect their interests (or someone else's interests);

## **Collecting children's information**

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

## **Storing children's data**

We will only retain children's data for as long as is necessary. Generally speaking, the majority of children's data will be retained for the period in which the children's remains on the pre school roll plus a further term to allow the data to be transferred to the children's next school. Certain other categories of data for example, safeguarding or in relation to special educational needs will be kept for longer in accordance with guidance from the Local Authority. Further information is contained in our retention policy.

## **Who we share children's information with**

We routinely share children's information with:

- Schools that the children's attend after leaving Bishop Cornish Pre School;
- Other settings that the children attend;
- Our local authority;
- Multi-agency teams such as the Early Help Hub and Special Educational Needs and Disabilities departments.

## **Why we share children's information**

We may share personal information with third parties (other organisations) where required by law, where it is necessary for the provision of education, where it is in your interests for us to do so or where we have another legitimate interest in doing so.

## **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>.

## **Requesting access to your personal data**

Under data protection laws, parents and children's 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 your pre school manager or pre School DCO.

Children and parents 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/>

## **Data security**

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties (other organisations) will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a genuine need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data Protection Officer – Mrs E Clapham (School Governor)**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. If you would like to discuss anything in this privacy notice, please contact:

Pre School DPO – Mrs Emma Clapham