

# How We Use Your Information Privacy Notice

## Introduction:

This notice is to help parents understand **how** and **why** *The Eveline Day and Nursery Schools Ltd (EDNS)* collects your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information. When we refer to “your” in this notice it may include you and your child. When we refer to ‘you’ we mean the parents.

### **1. What we process?**

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, and free school meal eligibility)
- 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 Key Stage 1 and Key Stage 2 results and assessment tools)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- admissions and registration form data. Information from your child’s previous setting (if applicable). Information from professionals such as doctors and from local authorities.
- information about any family circumstance which might affect your child’s welfare
- information about any court orders or criminal petitions which relate to you. This is so we can safeguard the welfare and wellbeing of your child and the other children
- use of CCTV to make sure the site is safe
- financial information about you in relation to payment of fees
- trips, co-curricular and extra-curricular activities
- photos, videos and recordings
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### **2a. Why we collect and use pupil information?**

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. Our main reason for using your personal information is for the purposes of delivering education, health and safety, processing finances and keeping in touch about the children in our care. We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education
- to support communications with you, between you and other parents in school and

between you and those providing educational, co-curricular and extra-curricular activities

**2b. The lawful bases for collecting and using pupil information are?**

- The legal basis applied for collecting and processing pupil data is GDPR, Article 6, paragraph 1

In addition, concerning any special category data:

- conditions of where special categories of data are processed as referred to in GDPR, Article 9, paragraph 1 and paragraph 2(a), are for the purposes of transparency as follows:
  - racial or ethnic origin
  - religious or philosophical beliefs
  - genetic data
  - biometric data for the purpose of uniquely identifying a natural person
  - data concerning health
  - data concerning sexual orientation

### **3. How we collect pupil information?**

We collect pupil information using admissions and registration forms, data forms and CTF and hard copy files.

Pupil data is essential for the school's operational use. Whilst, the majority of pupil information you provide to us 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 pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **4. Where do we store pupil data?**

We hold pupil data securely for the set amount of time shown in our data retention schedule. We keep information for as long as the law requires or until it is no longer required. The company has a document retention policy that explains in detail how long we keep information. You can ask for a copy in the office.

Data is stored within the school's MIS systems and its dedicated computer network. Hard copy data is held within a secure filing area.

### **5a. Sharing personal information with third parties:**

In accordance with our legal obligations, we may routinely share information with:

- the local authorities, for example, where we have any safeguarding concerns.
- with the police when and if required
- our insurance company, where this is required, should there be a serious incident at the setting
- another setting, to provide that setting with information about you or your child should you move. For example, details of family circumstances for safeguarding reasons and a reference (academic/pastoral)
- the Department for Education
- local authorities for pupil performances and any requirements relating to those
- our local authority in relation to SATs test monitoring

We may also share data in the following way with:

- advisors (educational attainment, SENCo, Safeguarding, educational content) who are assisting us in fulfilling our obligations to help run the setting properly, where relevant
- other parents of pupils attending the school (contact details only, mainly for the PTA's activities and facilitating contact amongst parents of children in the same year group), year group teachers, education service providers and extra/co-curricular activity teachers (contact details only)

#### **5b. Why we routinely share pupil information?**

- To facilitate the best provision of education and pastoral services to your child
- To keep your child safe
- To monitor and enhance your child's educational progress to the best of their ability

#### **5c. How we share and transfer pupil information?**

- Through routine conversations with our educational and pastoral providers
- Use of our MIS systems
- Through the encrypted Egress system
- Through school emails (transfer references, starting and leaving data) and assessment data
- Hard copy files, correspondence and school census records

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

### **6. 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:

- the statutory data census collection required by UK law every January and to be subsequently reported to the DfE

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

Under GDPR, 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 the Data Protection Officer, Ms Eveline Drut (Head Teacher).

Depending on the lawful basis above, you may 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 about the way we are collecting or using your personal data, you should raise your concern with us in the first instance with Ms Eveline Drut (The Head Teacher) or if this is not resolved to your satisfaction, please go directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time, on the school website: [www.evelinedayschool.com](http://www.evelinedayschool.com). This version was last updated on **31 October, 2019**

### **Useful contacts**

Subject Access Requests- [eveline@evelinedaynursery.com](mailto:eveline@evelinedaynursery.com)

Update or change your personal information- [accounts@evelinedaynursery.com](mailto:accounts@evelinedaynursery.com) and [office@evelinedayschool.com](mailto:office@evelinedayschool.com)