



A member of the Pre-School Learning Alliance  
Registered Charity 1027219

New Moreton Hall Pre-School  
Sebert Road  
Bury St. Edmunds  
Suffolk  
IP32 7EG  
01284 702129  
newmoretonhps@yahoo.co.uk

## 10.0 INFORMATION AND RECORDS

### 10.13 GDPR Privacy Policy

#### Introduction

At New Moreton Hall Pre-school we collect and process personal data relating to the pupils who are registered with and attend our setting, their parents and the people with whom we work in order to successfully carry out our functions. This personal information, which may be recorded manually, electronically or by other means, must be handled and dealt with correctly and we are committed to being transparent about how it is collected and used.

We regard the lawful and correct treatment of personal information as very important to our successful operation and to maintaining confidence between us and those with whom we carry out business with. We will ensure that we treat personal information lawfully and correctly.

To this end we fully endorse and adhere to the principles of the General Data Protection Regulation (GDPR) and this policy applies to the collecting and processing of all personal data and also covers our response to any data breach and other rights under the GDPR.

#### Who We Are

The Pre-School is classified as a data controller under the General Data Protection Regulations.

Our contact details are as follows:

New Moreton Hall Pre-School  
Sebert Road  
Bury St Edmunds  
IP32 7EG  
Tel: 01284 702129  
Email: newmoretonhps@yahoo.co.uk

#### Responsibility for Data Protection

The Pre-School is a charity run organisation which is managed by a voluntary committee who have overall responsibility for ensuring we fulfil our obligations to data protection.

The person on site responsible for gathering and processing personal data and data protection is the Administrator.

#### Types of Information Collected and Processed

The Pre-School collects and processes a range of information about its pupils and parents/carers including:

- **Personal information** i.e. name, date of birth and address, banking details,
- **Characteristics** i.e. ethnicity, language, nationality, country of birth,



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- **Attendance information** i.e. sessions attended, number of days absent and reasons for absence,
- **Special educational needs & behavioural information,**
- **Relevant medical and dietary information** i.e. asthma or allergies, accident forms,
- **Family links and emergency contact information,**
- **Funding eligibility information** i.e. parent consent forms, additional funding eligibility,
- **EYFS development Data** i.e. learning journeys, development tracking

### **Why We Collect and Use This Information**

We use the data we collect:

- to support pupil learning and development,
- to monitor and report on pupil progress,
- to provide appropriate care,
- to promote health, safety and welfare i.e. assessment by Healthcare Professionals.
- to safeguard and promote the welfare of pupils,
- to perform and fulfil our contractual and legal obligations,
- to comply with the law regarding data sharing,
- to protect and promote our interests and objectives – i.e. fundraising,
- to assess the quality of our services,

### **The Lawful Basis On Which We Use This Information**

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

### **Collecting Pupil & Parent/Carer 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. We may acquire Personal Data in a number of ways including, but not limit to, the following:

- parents of pupils may provide us with Personal Data about themselves and / or their family in correspondence, forms, documents, during discussions with staff, and through our website;
- we may acquire Personal Data from other parents, or from people outside of the community who know parents or from the pupils themselves; and
- we may acquire Personal Data from third parties such as schools and other pre-schools / nurseries, public authorities and public sources.

### **Storing Pupil & Parent/Carer Data**

We follow statutory guidance on retention periods.

In most instances, we hold pupil data for a minimum of 2 years. We are required to retain funding forms



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for 6 years and in some cases, for example where there are Safeguarding issues, the statutory guidance may extend this period until the child reaches the age of 24 years.

### **Who We Share Pupil & Parent/Carer Information With**

We routinely share pupil and parent/carers information with:

- other schools, nurseries or pre-schools that the pupils attend after leaving us,
- our local authority and, where necessary, other local authorities,
- The Department for Education (DfE),
- NHS and other Medical/Healthcare Professionals, as appropriate,
- Education Welfare Officers and Lead Attendance Officers from the local authority,
- Vertas Catering - dietary needs/preferences relevant to the provision of school meals,

We sometimes (as appropriate or necessary) share pupil and/or parent/carers information with:

- providers of educational support services e.g. Educational Psychologists, Speech & Language Therapists,
- members of the Pre-school Committee,
- our banking service provider.

### **Why We Share Information**

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

We are legally required to share pupils' data with the Department for Education (DfE) and our local authority. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **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



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the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guideand-supporting-information>.

The DfE 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 DfE 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 the 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 DfE'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 DfE has provided pupil information to (and for which projects) please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requestsreceived>

To contact the DfE, please visit the following website: <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 the information that we hold about them. To make a request for your personal information or to be given access to the information we hold on yourself or your child, please contact the Setting Manager or Committee Chair in writing or by email.

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,



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- 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/>

This policy was adopted at a meeting of **New Moreton Hall Pre-School**

Held on -----

Date to be reviewed -----

Signed on behalf of the management -----  
/committee

Name of signatory -----

Role of signatory (chair/manager) -----