

Privacy Notice for Parents/ Carers

The Grove Nursery are the 'Data Controller' under the terms of the Data Protection Act 1998 and the General Data Protection Regulation (enforced from May 2018).
The Grove Nursery School Data Protection Officer: Craig Stilwell, Judicium Consulting Limited, 72 Cannon Street, EC4N 6AE. Tel: 020 3326 9174

Purpose and Legal Basis

We collect information from you and may receive information about you from your previous school and the council – Southwark and/or the Department for Education (DfE). This comes under the terms of fair and lawful processing of personal data for lawful purposes of a public body, namely as a Maintained Nursery School.

Privacy Notice (how we use children's information)

We collect and hold personal information relating to our children and may also receive information about them from their previous nursery or school, local authority, health authority, Children's Centre or the Department for Education (DfE).

We use this personal data to:

- support children's learning
- monitor and report on their progress
- promote and support children's well-being
- assess the quality of our services
- comply with the law regarding data sharing

This information will include their contact details, assessment information, attendance information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We will not give information about our children to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact: office@grove.southwark.sch.uk

The categories of children's information that we process include:

- personal identifiers and contacts (such as name, unique children's 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)
- 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/nurseries attended)
- assessment and attainment (2 year progress checks and termly assessments)
- behavioural information (such as incidents and any relevant provision put in place)
- Children's data is stored securely on our data base with is called RM Integris
- Assessment information is stored on a password protected excel tracker
- Our payroll provided is Strictly Education

How we collect children's information

We collect children's information via new pupil information form and free school meals and early years pupil premium forms which parents receive in the home visit packs.

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

How we store children's data

We hold children's data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit

Department for Education guidance at:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

Document retention guidance at:

<http://ldbsact.org/download/policies/Document%20Retention%20Schedule> Nov15.pdf

Who we share children's information with

We routinely share children's information with:

- schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health Authority

Why we regularly share children's information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so. We are also required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and/or share, please contact:

School Office: office@grove.southwark.sch.uk

Data is securely transferred to via secure email or via secure websites to the Local Authority or Department of Education.

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 children with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Example for school census: section 3 of The Education (Information About Individual Children) (England) Regulations 2013.

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' DfE.

Requesting access to your personal data

Under data protection legislation, parents and children 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: office@grove.southwark.sch.uk

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

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

Joy Ross School Business Manager

office@grove.southwark.sch.uk