Childs Name_____

St John's Pre-School Nursery Data Protection Consent

Privacy Notice (How we use pupil information)

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

Introduction

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

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

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Other information (such as Assessment, relevant medical information, special educational needs, behaviour, exclusions)

Why we collect and use this information

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

Collecting pupil information

This information will be collected from you directly in the registration form.

Storing pupil data

We hold pupil data in line with current legislation.

Who we share pupil information with

We will not give information about you to anyone outside the setting without your consent unless the law and our policy permit it. We are required by law to pass some information to:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Other (such as school nurse, NHS)

Please turn over and sign the reverse

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 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 The Chair of Trustees, Mrs S Waller

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

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/

Contact

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

The Chair of Trustees Mrs S Waller - via the Nursery

I confirm that I have received and read the information contained in this notice.

Please tick in the box. ☐

Signed _____

Name _____ (Parent/Carer)

Date _____