

Pre-School Privacy Notice

This Privacy Notice explains how and why we store personal information about Pre-school pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act. and General Data Protection Regulation.

This Privacy Notice is subject to change, please see our website symphonylearningtrust.co.uk

How we use Pre-school pupil information

The **categories of Pre-school pupil information** that we collect, hold and share include:
(also see attached appendix A)

For all pupils	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions
	Characteristics	Ethnicity, language, nationality, country of birth
All Parents/Carers*	Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts)
	Other	Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

*this refers to those with legal responsibility for the child

Why we collect and use information:

We use the pupil data:

- To support pupil learning
- To keep informed to keep children safe
- To provide appropriate pastoral care
- To comply with the law regarding data sharing We use the parents' data:
- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

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The lawful basis on which we use this information:

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processed such data because we have:

(6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies).

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).

(6e) A Public task: The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

For special categories of personal data, we will also meet the requirements of Article 9 Section (g) Reasons of substantial public interest (with a basis in law) as set out in the GDPR and Data Protection Act 2018. We meet the following substantial public interest conditions as set out in Part 2 of Schedule 1 of the DPA 2018.

- 6. Statutory and government purposes
- 8 - Equality of opportunity or treatment
- 12 - Regulatory requirements
- 16. Support for individuals with a particular disability or medical condition
- 18. Safeguarding of children and individuals at risk

These substantial public interest conditions are set out in paragraphs 6 to 28 of Schedule 1 of the DPA 2018

Collecting Pupil Information:

The majority of information you provide to us is personal. 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 collect data via paper forms and electronic means.

Storing pupil data:

We will hold pupil data in line with the Trust Retention Policy after your child leaves our Preschool. All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for

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retaining information has passed, data kept electronically is deleted and paper copies are destroyed.

Who we share pupil information with:

We routinely share aspects of pupil information with:

- Schools that the pupil attends after leaving us e.g. Meadow Community Primary School
- Our local authority
- Our Multi-Academy Trust
- The Department for Education (DfE)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Our appointed school photographer
- Suppliers and service providers with whom we have a contract e.g. Earwig, Weduc,
- Voluntary organisations linked to the school e.g. PTA

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

Data collection requirements

To find out more about the data collection requirements placed upon us by the DfE (for example; via the school 'census') go to

<http://www.gov.uk/guidance/school-preference-data-collections>

Requesting access to your personal data – Subject Access Request

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, the School Business Manager or visit the school office.

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 made 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.

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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 School Business Manager - for contact details please see the school's website.
- The Symphony Learning Trust Data Protection Officer is Vicki Hockey who can be contacted via dpo@symphonylearningtrust.co.uk

Appendix A to Privacy Policy Pre-school Parents/Pupils Information Sharing

Please read this form in conjunction with the school's [Privacy Notice for Parents](#)

This document explains how and why we store and share personal information about pupils and parents/carers.

It provides a guide to parents/carers about our legal obligations and the reasons for sharing data. We do not require your consent to share this information. Like any organisation which handles personal data, our Multi-Academy Trust is the 'Data Controller' and our school is defined as a 'Data Processor' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the General Data Protection Regulations (GDPR).

Organisation with whom we share data	How we share the data	What data might we share?	Does the organisation share the data beyond its own establishments?	Is the organisation GDPR compliant	Why do we share the data?	Do you give your consent (Yes or No)
Capita SIMS*	<ul style="list-style-type: none"> <input type="checkbox"/> We upload Pre-School pupil admissions forms details 	<ul style="list-style-type: none"> • Pupil details • Parent details • Attendance information 	Yes (with the DfE)	Yes	<ul style="list-style-type: none"> <input type="checkbox"/> To enable the running of the school 	Statutory requirement Consent not required
The Local Authority	<ul style="list-style-type: none"> • Secure Transfer (SIMS*) • Telephone Calls • Email • Letters • Meetings 	<ul style="list-style-type: none"> • Pre-school Pupil Personal Details <input type="checkbox"/> Parent Details • Pupil well-being information • Attendance (if audited) 	Yes (with the DfE)	Yes	<ul style="list-style-type: none"> • To safeguard pupils • To meet our statutory assessment responsibilities • Because the DfE requests this 	Statutory requirement Consent not required
The Department for Education (DfE)	<ul style="list-style-type: none"> • Email • Letters • Meetings 	<ul style="list-style-type: none"> • Pre-School Pupil Details – Free Early Education Entitlement (FEEE) • Parent Details 	Yes (other Government departments)	Yes	<ul style="list-style-type: none"> • To meet our statutory assessment responsibilities • To enable the running of the school <ul style="list-style-type: none"> • Because the government demands this • To ensure that the school receives funding 	Statutory requirement Consent not required
NHS	<ul style="list-style-type: none"> • Letters • Email • Meetings • Telephone calls 	<ul style="list-style-type: none"> • Pre-school Pupil Details (personal and medical) • Parent Details 	Yes – medical services	Yes	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure pupils' health and well-being 	Statutory requirement Consent not required
School (transfer of pupils to school)	<ul style="list-style-type: none"> • Securely through SIMS* • Hand delivered sensitive information 	<ul style="list-style-type: none"> • Pre-school Pupil Details • Parent Details • Safeguarding records 	<ul style="list-style-type: none"> Yes • if the child transfers to another setting • See the other school's privacy policy 	They should be	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory responsibilities 	Statutory requirement Consent not required

*SIMS is the database on which all pupil personal data (other than teacher assessment information) is stored by our school. By completing the school admissions forms, all parents' consent to us storing the data securely.