

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 [www.meadowcommunity.co.uk](http://www.meadowcommunity.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<br>Dietary needs, dietary preferences<br>Medical practice address and telephone number<br>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<br>Emails sent to school<br>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

## **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.

(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).

## **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.

## **Storing pupil data:**

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

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 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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, contact Mr Daniel Wagg on 0116 2887227, at [admin@meadowcommunity.leics.sch.uk](mailto:admin@meadowcommunity.leics.sch.uk) 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.

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

- School Business Manager: Daniel Wagg (0116 2887227 – [admin@meadowcommunity.leics.sch.uk](mailto:admin@meadowcommunity.leics.sch.uk))
- The School's Data Protection Officer: Donna Hughes (01455 284191 – [dpo@symphonylearningtrust.co.uk](mailto: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"> <li>We upload Pre-School pupil admissions forms details</li> </ul>  | <ul style="list-style-type: none"> <li>Pupil details</li> <li>Parent details</li> <li>Attendance information</li> </ul>  | Yes (with the DfE)   | Yes                                | <ul style="list-style-type: none"> <li>To enable the running of the school</li> </ul>   | <b>Statutory requirement<br/>Consent not required</b> |
| The Local Authority                   | <ul style="list-style-type: none"> <li>Secure Transfer (SIMS*)</li> <li>Telephone Calls</li> <li>Email</li> <li>Letters</li> <li>Meetings</li> </ul> | <ul style="list-style-type: none"> <li>Pre-school Pupil Personal Details</li> <li>Parent Details</li> <li>Pupil well-being information</li> <li>Attendance (if audited)</li> </ul> | Yes (with the DfE)   | Yes                                | <ul style="list-style-type: none"> <li>To safeguard pupils</li> <li>To meet our statutory assessment responsibilities</li> <li>Because the DfE requests this</li> </ul>   | <b>Statutory requirement<br/>Consent not required</b> |
| The Department for Education (DfE)    | <ul style="list-style-type: none"> <li>Email</li> <li>Letters</li> <li>Meetings</li> </ul>   | <ul style="list-style-type: none"> <li>Pre-School Pupil Details – Free Early Education Entitlement (FEEE)</li> <li>Parent Details</li> </ul>                                       | Yes (other Government departments)   | Yes                                | <ul style="list-style-type: none"> <li>To meet our statutory assessment responsibilities</li> <li>To enable the running of the school</li> <li>Because the government demands this</li> <li>To ensure that the school receives funding</li> </ul> | <b>Statutory requirement<br/>Consent not required</b> |
| NHS                                   | <ul style="list-style-type: none"> <li>Letters</li> <li>Email</li> <li>Meetings</li> <li>Telephone calls</li> </ul>                                  | <ul style="list-style-type: none"> <li>Pre-school Pupil Details (personal and medical)</li> <li>Parent Details</li> </ul>  | Yes – medical services   | Yes                                | <ul style="list-style-type: none"> <li>To ensure pupils' health and well-being</li> </ul>   | <b>Statutory requirement<br/>Consent not required</b> |
| School (transfer of pupils to school) | <ul style="list-style-type: none"> <li>Securely through SIMS*</li> <li>Hand delivered sensitive information</li> </ul>                               | <ul style="list-style-type: none"> <li>Pre-school Pupil Details</li> <li>Parent Details</li> <li>Safeguarding records</li> </ul>   | Yes <ul style="list-style-type: none"> <li>if the child transfers to another setting</li> <li>See the other school's privacy policy</li> </ul> | They should be                     | <ul style="list-style-type: none"> <li>Statutory responsibilities</li> </ul>  | <b>Statutory requirement<br/>Consent not required</b> |

\*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.