

## **Twyford Playgroup - EY484175**

### **Privacy notice children and parents**

**Signed by Manger – Rachel Knott**

**Signed by Chair of Committee – Pamela Lawrence**

**Ratified – February 2025**

**Review Date – September 2026**

We at Twyford playgroup are the data controller for the purposes of Data Protection Legislation. We collect information from you about your child(ren) and family and may receive information about your child(ren) and family from their previous Early Years Setting, Health Services, Children's Agencies and Hampshire County Council. Our Data Protection Officer is Rachel Knott.

#### **Why do we collect and use personal information?**

- Support your child(ren)'s teaching and learning.
- Monitor and report on children's progress.
- Contribute to improving your child(ren)'s health and reducing inequalities.
- Provide appropriate pastoral care.
- Statistical forecasting and planning; and
- Assess how well our setting is doing
- To comply with the law (including legal requirements to share data with the local authority and Department of Education)
- To keep children safe (food allergies or emergency contact details)
- To meet the statutory duties placed upon us by the Department for Education.

#### **The categories of personal information that we collect, hold and share include:**

- Personal information (such as name, address, date of birth, contact details)
- Characteristics (such as gender, ethnicity and first language)
- Attendance information (such as sessions attended, number of absences, absence reasons and parent's national insurance number for funding allocations)
- Assessment information (such as pupil progress reviews)
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Safeguarding information (such as court orders and professional involvement)
- This personal data also covers photographs of your child(ren).

#### **The categories of parent information that we collect, hold and share include:**

- Personal information such as name, address and contact details for parents and carers
- Personal email address for access to our online learning journal and for receiving invoices
- Parents National Insurance details to confirm eligibility for additional funds such as EYPP.
- Details of financial circumstances which may affect your child
- Special family circumstances which may affect your child

#### **Legal Basis for Processing**

The General Data Protection Regulation allows us to collect and use children's information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category.

Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

#### **Collecting personal information**

Whilst most of the personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only based on your consent you may ask us to stop processing this personal information at any time.

#### **Storing personal data**

We hold children's data in accordance with our retention schedule.

## Who do we share Children's information with?

We routinely share children's information with:

- Schools that the child attends after leaving us
- local authorities
- the Department for Education (DfE)
- Healthcare professionals including but not limited to paediatricians, occupational therapists

## Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins early years funding and educational attainment policy and monitoring.

We are required to share information about our children with our local authority (LA) or the Department for Education (DfE) under regulation 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. Please visit...

## 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 the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>. The

Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

## Requesting access to your personal data

Under the General Data Protection Regulation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, contact Rachel Knott, Data Protection Officer,

You also have the right, subject to some limitations 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 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.