



Privacy Notice **(How we use pupil information)**

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, contact details and address)
- Characteristics (such as ethnicity, language and religion)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Headcount and Funding information
- Support Plans and Observation Summaries
- Behavioural information (such as any relevant alternative provision put in place)
- Dietary needs, professionals visiting the child, equipment for the child
- Permission for trips, photo's, media

This list is not exhaustive, to access the current list of categories of information we process please see our policies on our website – [www. Steppingstonesplayandlearn.org](http://www.Steppingstonesplayandlearn.org) or our policy folder located near the main entrance.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) To support pupil learning
- b) to monitor and report on pupil attainment progress

- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information is:

Article 6, section 1, subsection a – the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Article 6, section 1, subsection b – Processing is necessary for the performance of a contract to which the data subject is party and in order to take steps at the request of the data subject prior to entering into a contract.

Article 6, section 4, subsection e – the existence of appropriate safeguards, which may include encryption or pseudonymisation.

Article 9, section 2 subsection d – Processing is carried out in the course of legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body

For the purposes of providing a service to the data subject and in accordance with the legal basis of service providers.

In addition, concerning any special category data: conditions [GDPR - Article 9](#)

- Processing of sensitive data in health and social sector
- Vital interests of the data subject
- Protecting sensitive personal data

How we collect pupil information

We collect pupil information via registration paperwork which includes the following:

- Registration Form
- This Is me
- Learning and Development Information
- Stepping Stones Data
- Safeguarding Consent Form
- Nursery Correspondence Form
- 100 Club Application Form
- Home School Agreement
- Standing Order Form – (Fee Paying only)

Pupil data is essential for the group's operational use. Whilst the majority of pupil 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 pupil information to us or if you have

a choice in this.

How we store pupil data

We hold pupil 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 our website – www.steppingstonesplayandlearn.org

We hold all personal data under a three lock system and any information held electronically is assigned an individually coded password.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Statutory Agencies including OT, Speech, Paediatrics and Health

Why we regularly share pupil information

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

Any information requested by a stator agency is password protected and sent by a secure email service.

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

[For use by maintained schools only:] section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

[For use by pupil referral units only:] regulation 4 of The Education (Information About Individual Pupils) (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' section.

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 nursery manager**

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

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:

**The Nursery Manager
Stepping Stones Play and Learn Group
Wilson Marriage Centre
Barrack Street
Colchester
Essex CO1 2LR**

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

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

Sharing by the Department

The law allows the Department to 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>

To contact DfE: <https://www.gov.uk/contact-dfe>