



## How we use your child's information

This Privacy Notice tells you what to expect when Lilycroft Nursery School collects personal information about you and your child.

Lilycroft is committed to compliance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 1998, as well as to your rights to confidentiality and respect for privacy. We will ensure that we keep all personal information accurate and secure.

Lilycroft Nursery School is registered with the information Commissioner's Office (ICO) under the provisions of the Data Protection Act 1998 through the City of Bradford Metropolitan District Council (CBMDC).

### We use children's information to:

- Support children's learning.
- Monitor and report on children's progress.
- Provide appropriate pastoral care.
- Assess the quality of our services.
- Comply with the law regarding data sharing.

### Collecting children's information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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 will collect personal information about you and your child:

- On your application form for a nursery place.
- On your child's registration form.
- Through observations of your child in the rooms.
- At Better Together meetings.

### The information we hold includes:

- Your child's personal information such as name, unique pupil number and address.
- Your child's characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility.
- Parent/carer details including emergency contact information.
- Attendance information such as sessions attended, number of absences and absence reasons.
- Assessment data about how well your child is doing.
- For those families in receipt of a 2YO or 30 hour place NI number and proof of eligibility.
- Financial information for those accessing extended provision. This might include bank details.

### How do we keep this information secure?

Information is stored securely on database and document management systems with stringent access and use policies.

### How long do we keep this information?

We have a Data Protection Policy which details how long we keep different types of records and when these are deleted.

### Safeguarding

If we have any concerns about a child we will in the first instance discuss them with you. However if children are suffering or may be at risk of suffering significant harm, we are legally obliged to share our concerns with children's social care and/or the police.

## What authority do we have to collect and use this information?

The following categories of lawfulness apply:

- Processing is necessary for compliance with a legal obligation. The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract (paid for childcare).
- Processing is necessary to protect the vital interests of a data subject or another person.

In the rare circumstance that we don't have a legal authority to use your information, we will obtain your consent first.

## Photos and videos

If you have consented, photos and videos will be taken of you and your child. These photos and videos will be used in your child's record of achievement, for displays, in leaflets and other publicity materials, and on the Lilycroft Nursery School website. Photos and videos of children attending Lilycroft may also appear in the Telegraph and Argus (our local paper) or in other newspapers or on the TV from time to time.

Most photos will be deleted within 2 years, however we may keep some photos to use in future years for training or publicity purposes.

Photos and videos may also be shared on the Lilycroft Facebook page. These will be deleted within two months of posting. Photos and videos will not be tagged with your child's name.

CCTV is used to monitor the school/centre buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school/centre property. Please see our CCTV policy for more information.

If you have any concerns about the use of photos or videos of your child please talk to their Keyworker.

## Who do we share information with?

We share information with schools that pupils attend after leaving us.

We are also required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring. Some of this information is then stored in the National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education 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>.

## Requesting access to 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 Anne-Marie Merifield, Executive Headteacher.

You also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress or 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/>.