



## Sitwell Nursery & Infant School

### Privacy Notice for Nursery Pupils & Families – Version 1.0

Last Reviewed	Spring 2026
Reviewed By (Name)	Debra Darkin
Job Role	Business Manager
Next Review Date	April 2027
<b>Version produced Spring 2026</b>	First version

This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:  
<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

## **PRIVACY NOTICE – HOW WE USE PUPIL INFORMATION FOR PUPILS AND THEIR FAMILIES**

### **What this Privacy Notice is for**

Sitwell Nursery & Infant School collect, hold, use and share information about our pupils and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

For the purposes of Data Protection legislation Sitwell Nursery & Infant School is a data controller and is registered as such with the Information Commissioner’s Office.

### **The types of information that we process**

- Your child’s name, date of birth, unique pupil number, contact details including your address
- Your name (parent or carer), address, date of birth, national insurance number, email address and telephone number
- Other named emergency contact information given by you
- Characteristics including ethnicity, language and religion \*
- Attendance records (sessions attended, number of absences, absence reasons)
- Special educational needs including the needs and ranking \*
- Assessment and attainment such as Early Years Foundation Stage curriculum information
- Medical conditions we need to be aware of, including SEND and behavioural information related to this, such as physical intervention, child health, immunisation status, doctors’ information, dental health, allergies, medication and dietary requirements \*
- Safeguarding information such as court orders and professional involvement\*
- Photographs
- Personal care records (toileting, changing needs, eating habits, food intake and sleep monitoring)
- Correspondence and complaints
- Use of school devices and school networks as part of our safeguarding procedures.
- Free school meal eligibility\*
- Other Funding - Pupil Premium, Employment and Support Allowance, Disability Living Allowance and SEND funding\*
- Information about criminal convictions, offences and cautions\*

Items marked with an asterisk \* are particularly sensitive, and so are known as special category or criminal offence data. This includes data that the Department for Education advises we treat as special category.

Some of the legal conditions for processing special category and criminal offence data require us to have an Appropriate Policy Document (‘APD’) in place, setting out and explaining our procedures for securing compliance with the data protection principles and to have policies regarding the retention and erasure of such personal data. This document is our Special Category Data Policy Document and should be read alongside this Privacy Notice.

## Why we collect and use your information

### Pupil Information

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

- To support your child's learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe
- Photographic images are used for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)
- To meet the legal duties placed upon us by the Department for Education
- To comply with the law in general
- For site safety and security
- To protect against fraud
- To streamline systems

### Family Information

We collect and use information about our pupils' families

- To fulfil our legal obligations
- For the admission process
- For communication and reporting purposes
- For safeguarding and welfare purposes
- To keep families informed about events and emergencies
- To process payments
- To gather feedback about our work
- To ensure we receive the correct funding for pupils that attend our Nursery

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

- Article 6(a) – Your consent for anything which does not fall into the purposes explained below
- Article 6(c) - Compliance with our legal obligation as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information about Individual Pupil) (England) Regulations 2013. **In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer**
- Article 6(d) - Being necessary for us to protect your, or someone else's, vital Interests (potentially lifesaving)
- Article 6(e) - Being necessary for us to carry out tasks that are in the Public Interest

The ways we collect and use sensitive pupil and family information are lawful based on Articles 9 and 10 of UK GDPR. Please see our Special Category Data Policy for full details of these lawful bases for processing this data.

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

### **Marketing purposes**

Where a family member gives us consent, we may send them marketing information by text message or email, such as promoting school events, campaigns or charities. Consent can be withdrawn at any time by contacting us in writing.

### **Automated decision making and profiling**

We don't use any of your personal information to make automated decisions about you, or to profile you. If this changes in the future, privacy notices will be updated to explain both the processing and your right to object to it.

### **How we collect pupil and family information**

We collect pupil information using admission forms completed by parent/carer when a pupil joins our school, funding application forms (particularly in relation to Early Years entitlement funding) information produced from our day-to-day interaction with pupils, and other information provided by; parents/carers, the previous nursery or childcare providers, local authorities, NHS, Law Enforcement Agencies e.g Police and the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. We will let you know, when we ask you for information, whether you are required to provide the information and your rights in relation to this.

### **How, where and how long we store pupil and family information**

We store pupil information securely on the school's IT network (cloud based). Our MIS system (Arbor) is cloud based. Secure storage is provided for paper-based records.

We only keep information for the length of time we need it for, as shown in our data retention schedule. For more information on our data retention schedule please request a copy by emailing school: [office@sitwellinfantschool.co.uk](mailto:office@sitwellinfantschool.co.uk)

We securely dispose of personal information when we no longer need it.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- Other relevant local authorities
- Our Governing Board
- The Department for Education (DfE), and the National Pupil Database
- Law enforcement agencies e.g Police
- NHS (agencies and services) for example School Nurse/Health Visitors/Educational psychologists, NHS Speech & Language and Occupational Health Therapists

External systems used by the school to carry out day to day processes and requirements. For example, and not limited to,

- ABM/Cypad/ParentPay – Catering
- CPOMS – Child Protection Online Management System
- Clifton EAZ MAG – Pupil assessment and data analysis
- Perspective Lite – Pupil assessment and data analysis
- BSquared – Pupil assessment and data analysis
- Arbor – Pupil & Families Database
- Entrysign – Electronic signing in system
- Wonde – Pupil attendance
- Evouchers - Free school meal vouchers
- Wavenet– IT services/Cloud storage – Monitoring pupil internet access
- FFT – Attendance tracker.
- School Photographer
- Google Classroom

### **International Transfers**

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as 'adequate' in relation to data protection law, the information is protected by the use of International Data Transfer Agreements and security measures and other appropriate safeguards. For more information on international transfers please contact us at the details below.

### **Freedom of Information Act and Environmental Information Regulations 2004**

As a public, our school is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

### **Why we regularly share pupil information**

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

### **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 Section 3 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.

### **Local Authorities**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties.

### **Requesting access to your personal data, and other rights**

Under data protection law, pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the child's behalf.

Family members/carers also have the right to request access to information about them that we hold.

You also have the right to:

- Be informed about the collection and use of your personal data.
- Have inaccurate personal data changed, or completed if it is incomplete.
- Erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- Restrict the way we are using your information, although, as above this is a limited right.
- Object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant as we don't carry out automated decision making or profiling.
- Finally, the right to complain about the way we use your personal information to the ICO, or to seek compensation through the courts.

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

If you make a request, we will keep a record of the request and any personal data supplied for a suitable period after its fulfilment, in order to deal with any questions you, your representative or regulators may have about it.

### **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections (census returns):

- Underpins school funding, which is calculated based on the numbers of pupils and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, identifying children who may have additional needs)
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earning beyond school).

For all information relating to how the DfE uses student information please visit:

## [How DfE shares personal data GOV.UK](#)

For all information relating to how the DfE uses parent, carer and legal guardian information please visit:

[Privacy information: parents, carers and legal guardians - GOV.UK](#)

### **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 (DfE) 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. The 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 pupil 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 the 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/dfе-external-data-shares>

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- For a description of the data they hold about you
- If they are processing your personal data
- The reasons they're holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 27<sup>th</sup> January 2026.

### **Contacts**

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or School Data Protection Officer:

**Data Protection Officer:** Education Data Hub (Data Protection), Derbyshire County Council

**DPO Email:** [dpforschools@derbyshire.gov.uk](mailto:dpforschools@derbyshire.gov.uk)

**DPO Phone:** 01629 532888

**DPO Address:** County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

**For DfE:** Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

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

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number Z6516465 and stating that the Data Controller is Sitwell Nursery & Infant School.

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire,  
-SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate  
numberFax: 01625 524 510

Website: <https://ico.org.uk/concerns/>