



Privacy Notice

(How we use pupil information)

We at READY STEADY GO pre-school are a data controller for the purposes of the General Data Protection Regulation (2018). We collect information from you regarding your family & child and may receive information about them from your child's previous settings.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, and address & contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and eligibility for Early Years Pupil Premium (EYPP))
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Records of progress & tracking
- Information about additional needs e.g. special educational needs & disability (SEND)
- Relevant medical information

Why we collect and use this information

We use the pupil data:

- to support children's learning
- to monitor and report on children's progress
- to provide appropriate pastoral & physical care
- to review & assess the quality of our services
- to comply with the law regarding data sharing
- to claim Universal funding for 3 and 4 year olds / 2 year old funding / 30 hours funding / EYPP / Disability Access Fund

The lawful basis on which we use this information

We collect and use pupil information under **Article 6**, <https://www.privacy-regulation.eu/en/6.htm> and under **Article 9** <http://www.privacy-regulation.eu/en/article-9-processing-of-special-categories-of-personal-data-GDPR.htm> from the **GDPR-from 25 May 2018**

Collecting pupil information

Whilst the majority of pupil 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.

Storing pupil data

We hold pupil data until the child reaches the age of 21 (or until the child reaches the age of 24 for child protection, SEND records and health care plans. Records in relation to safeguarding concerns will also need to be kept in accordance with the Local Safeguarding Children Board's requirements)

Who we share pupil information with

We routinely share pupil information with:

- schools / settings that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)

Why we 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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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>.

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 **Angela Leeves**

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
- 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:

Angela Leeves
Ready Steady Go! pre-school
St Mary's Church House
61 College Road
Bromley BR1 3QG

Tel: 020 8464 5966 Email: readysteady.go@hotmail.co.uk