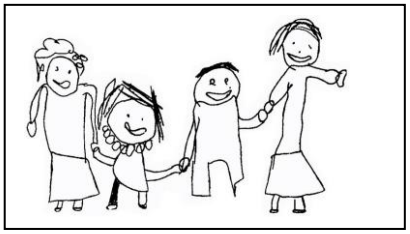
The Ambleside Centre



Privacy Notice for pupils/parents (How we use this information)

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

- Personal information (such as name, address and parental contact details, date of birth, national insurance numbers)
- Characteristics (such as ethnicity, language, nationality, country of birth, early years funding entitlement of both the child and his/her parents and free school meal eligibility)
- Attendance information
- Early Years Foundation Stage assessment results and Speech and Language assessment results
- Relevant medical information
- Special Educational Needs information
- Information about their learning and development, observations made by staff members, tracking, reports by other professionals (with parental consent), examples of children's work, photographs of children
- CCTV images

Why we collect and use this information

We use the pupil and parents data:

- to support and plan for pupil learning and development
- to enable us to fulfill requirements of grant funding applied for in respect of your child
- to monitor and report on pupil progress
- to provide appropriate pastoral care and learning/development opportunities
- to keep pupils safe and healthy
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use children's information under the Childcare Act 2006, in line with the Early Years Foundation Stage, the Working Together to Safeguard Children document and Keeping Children Safe in Education. We use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)/Data Protection Act 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/Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information or if you have a choice.

Storing pupil data

We hold pupil data on local and cloud-based computer systems (SIMS, ARC, Childsplay, & FAMLY), as well as on paper. There are strict controls on who can see your information.
We hold your education records securely until you change school/provider. Your records will then be transferred to your new school/provider, where they will be retained until you reach the age of 25, after which they are securely destroyed. Information regarding Special Educational Needs and Child Protection will be held until the child reaches the age of 25.

Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- parental communications services
- health services

Why we share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

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

We are required to share information about our pupils with our Local Authority and the DfE under section 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 (for example, via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

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 NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.
The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.
For more information about the DfE data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data
For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received
To contact DfE: https://www.gov.uk/contact-dfe

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, please contact the school using the details at the end of this document.

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/

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at dpo@ambleside.wokingham.sch.uk or ask for the DPO at Reception.