



Privacy Notice (how we use pupil information)

Updated 10 April 2023

Why do we collect and use pupil information?

We collect and use pupil information under Article 6(1)(a) of the EU General Data Protection Regulation

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- personal information such as, and not restricted to, name, date of birth, gender, country of birth, nationality, languages spoken, allergies, address, associated adults (parents, relatives, nannies, doctors)
- attendance information (such as sessions attended, number of absences)
- developmental goals as required by the Early Years Foundation Stage (EYFS)
- observations of pupils to inform the creation of individual aims
- annotated photographs for inclusion in each pupil's Early Learning Journey (ELJ) as a method of communicating progress to parents and teachers
- details relating to any special educational needs, including reports by professionals involved in the care of the pupil

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, on request, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold identifiable pupil data for the statutory period required by HMRC of six years. After that, data will be anonymised so that research can continue to be applied to it.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority, provided a legal basis for the request exists
- the Department for Education (DfE), provided a legal basis for the request



- exists
- medical personnel in the event of a medical emergency

We do not share any information beyond that which has been reasonably requested.

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.

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 Royal Borough of Kensington and Chelsea (RBKC)

As part of the administration of the Minimum Funding Entitlement (MFE), participating pupils over the age of three have some of their personal details shared with RBKC. This data is available via <https://www.rbkc.gov.uk/council-and-democracy/freedom-information/request-personal-information/data-protection>

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 Chitra Kriplani and Krishan Bindra.

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, 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 Chitra Kripalani.