



GHANSHYAM NURSERY SCHOOL

SKSS Temple

Westfield Lane, Kenton, Harrow, Middlesex HA3 9EA

Tel / Fax: 020 8909 9389

Privacy Notice – How we Use Pupil Information

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We, Ghanshyam Nursery, SKSS Temple, Westfield Lane, Kenton, Harrow, are the 'data controller' for the purposes of data protection law.

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- Your child's name, date of birth, identification documents, address, health and medical needs, development needs, and any special educational needs
- Results of internal assessments
- Attendance information
- Safeguarding information
- Educational visit records
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the starter pack.

If you apply for up to 30 hours funding, we will also collect your National Insurance details and details of your child's ethnicity.



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How we store this data

We keep personal information about pupils while they are attending school. We may keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Data is stored either on the computer or paper based in a secure way.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Protect pupil welfare
- Administer admissions waiting lists
- Comply with the law regarding data sharing

Information sharing

'Sharing information is an intrinsic part of any frontline practitioner's job when working with children and young people. The decisions about how much information we share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.'

Policy statement

We recognise that parents have a right to know about the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the principals of the General Data Protection Regulations (GDPR) (2018). The six principals state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects to no longer than is necessary for the purposes for which the data was processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.



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We are obliged to share confidential information without authorisation from the person who provide it, or to whom it relates, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- Not sharing it could be worse than the outcome of having shared it.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF