

Harewood Nursery School General Data Protection Regulation (GDPR) Statement

Harewood Nursery School is a local authority nursery school in Pontefract, WF8 2ER. We provide early education to 2, 3 and 4 year old children. Harewood Nursery School takes data security seriously. We will only use your personal information for the provision of your child's early years education. We will never sell or provide your information to any parties not directly related to the delivery of this service. The GDPR allows us to collect and use information about your child where we are complying with a legal requirement. Our requirement for this data and our legal basis for processing this data include the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, the Education and Skills Act 2008, The Statutory Framework for the Early Years Foundation Stage 2017 and the Equalities Act 2010.

How we use your data

The information that we collect about you and your child is to enable us to deliver your child's early years education at school. We use it to support your child's learning, monitor, assess and report your child's progress and to provide appropriate care.

We share information with the Local Authority, including the Early Years Team, Finance and Inclusion departments.

We pass information to the primary schools that your children move on to as part of our transition processes.

We may share information with health and social services if required.

We are also obliged to provide information to the Department for Education and to the Department for Work and Pensions.

We collect and use personal information to comply with the statutory requirements for schools. To find out more about the data collection requirements placed on us go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How we store your data

The information that you provide to us when your child starts school and throughout their time with us is stored securely. Forms are kept in locked filing cabinets. Electronic data is stored on the school server and is not portable i.e., staff do not have access to children's personal information on their laptops off site. The school uses the council's secure web based systems to process data for funding purposes. The school uses the Early Excellence Assessment Tracker for your child's assessments, the data for individual children including their name and date of birth is stored on their secure server.

For how long must we store your data

We must keep your personal information collected for the purposes detailed above for a period of between 7 and 75 years. After which it will be deleted from our systems. Most records will be kept for 7 years to comply with regulations; however data on Looked After Children must be retained for 75 years.

The types of data that we collect, hold and share

- 1) Personal Information such as name, date of birth, address, members of your child's household, unique pupil number
- 2) Personal Characteristics such as ethnicity, nationality, country of birth, languages spoken, 30 Hours Eligibility, Early Years Pupil Premium Eligibility
- 3) Assessment Information of your child's progress in school
- 4) Medical and Health information where relevant, Special Educational Needs or Disabilities information, Social Care Involvement information

Your rights and your personal data

- 1) You have the right to access the information that we hold on your child; indeed we will share with you our assessment data and ask you to update the information that we hold
- 2) You have the right to request that we correct any information that is inaccurate, incomplete or out of date; indeed we will encourage you to do so
- 3) In certain circumstances you may have information blocked or deleted
- 4) You have the right where there is a dispute in relation to accuracy or lawfulness of processing your data to request that a restriction is placed on further processing
- 5) You have the right to request that we transmit the data that you have provided us with to another data controller; indeed we will do this on your behalf when your child moves to their next school
- 6) You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this statement please contact Mrs Becky Cook - Headteacher