



## Privacy Notice Schools and Early Years Providers

Schools and Early Years Providers are committed to making sure that information is kept safe, stored securely and can only be used by the people who need it to enable us to offer your child's/ family the support and services that you require.

The safety and well-being of all our service users is of paramount importance to us. We adhere to Cumbria Local Safeguarding Children's Board (LSCB) safeguarding policies and guidelines and will at all times take action to ensure that children, young people and families are kept safe from harm. For further information, see Cumbria LSCB Guidelines at [www.cumbrialscb.com](http://www.cumbrialscb.com)

### **What information does the council/school/early years provider collect about me?**

The categories of pupil information that is collected, held and shared include:

- Name
- Unique Pupil Number
- Address

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We use the pupil data:

- 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

## How is your personal data collected?

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.

## Data Sharing

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)

The information you supply will be kept on a secure database and can be accessed by a number of authorised people within the provision.

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.

Maintained Schools are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Academies and Free Schools are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Pupil referral Units are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information about Individual Pupils) (England) Regulations 2013.

## How will we use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- **GDPR Article 6(1)(c)** processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below), and
- **GDPR Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Relevant Legislation

- Education Act 1996
- Regulation 4 of The Education (Information About Individual Pupils) (England)
- Regulations 2013; Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Childcare Act 2006
- Childcare Act 2016

## Data Security

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 1998. This means that, if we keep any of your personal data we must:

- Tell you what information we need to collect from you
- Only use the information for the reason we have agreed with you
- Not ask for more information than we need to provide the services
- Let you see any information we have collected about you, on request
- Keep the information safe, secure and confidential

**Last Updated: May 2018**

