



Cator Park Montessori Preschool

Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how their personal data is held and used. The purpose of this Privacy Notice is to explain how Cator Park Montessori (CPM) collect, store and use personal data about you and your child.

Cator Park Montessori is the Data Controller for the purposes of data protection law and therefore will determine the purposes for which personal data is processed. Cator Park Montessori will ensure that your child's personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

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

- Personal information (such as name, address, contact details of parents/carers)
- Characteristics (such as ethnicity, language, nationality, country of birth and religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (including physical and mental health)
- Special Educational Needs / Disability (SEND) information
- Details of any behavioural issues
- Information from social services, such as safeguarding information or care status
- Relevant family circumstance which might affect your child's welfare
- Details of any support received (including care packages, plans and support providers)
- Individual and group photographs of the children
- Destinations of where your child intends moving on to once they've left the preschool

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to protect student welfare
- 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
- to apply for free early educational childcare funding

The lawful basis on which we use this information

We collect and use pupil information under the General Data Protection Regulations 2018. We will only collect and use your child's personal data when the law allows us to. Most commonly we will process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest (i.e. in order to provide a child with an education.

Less commonly we may use your child's personal data where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's, or someone else's, health interests

Where we have obtained consent to use data, this consent can be withdrawn at any time. Any use of your information before you withdraw remains valid.

The preschool must also comply with an additional condition where it processes special category data. These include ethnic origin, race, religious beliefs and health information.

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 whether you are required to provide certain pupil information to us or optional

We may also receive information from previous settings, the Local Authority and or Department for Education (DfE).

Storing pupil data

We keep personal information about your child/ward while they are attending the preschool. We will also keep it beyond their attendance if this is necessary in order to comply with our legal obligations.

We hold pupil data in accordance with the [Retention Periods for Records from the Pre-School Learning Alliance](#). We will keep some information after your child leaves our setting, for example so that we can find out what happened if you make a complaint. Safeguarding records will be held until the child reaches the age of 21.

Who we share pupil information with

We do not share personal information about your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about your child with:

- The Local Authority – to meet our legal obligations to share certain information with it, such as concerns about student’s safety.
- The Department for Education (DfE)
- The National Health Service (NHS)
- Your family or representatives in case of emergencies such as a health matter
- Schools that your child attends after leaving our preschool in the public interest of delivering education.
- Our regulator, Ofsted to enable them to evaluate the education and care we provide to your child, which is in the public interest
- Health and social welfare organisations, to enable us to comply with our duty of care and statutory safeguarding duties for your child’s wellbeing
- Police forces, courts, tribunals – in order to uphold law and order

Photographs

Cator Park Montessori will take photographs for its own use. These will generally be for internal use only, but may also include photographs for publication, such as:

- Photographs for use on the preschool website
- Photographs to show as slides at an event for parents/carers
- Photographs to be used on display boards, which can be seen by visitors to the preschool
- At the end of the academic year, you will normally receive a copy of your child’s Record of Achievement and any photos taken of your child. These photos may include other children and your child may feature in another pupil’s photos, either in the background or as part of a group photo for World Book Day for example.
- Guidance will be given for the use of cameras and other recording equipment at special events (such as sports day and the christmas show).

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.

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.

Data collection requirements:

We are required to provide information about your child to the Department for Education (a government department) as part of data collections, such as the school census. To find out more about the information we are required to share with the department 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 department 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 Department 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 department's 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, contact Michelle Baxter or Rebecca Lawrence in the school office, by telephone 020 8778 9893 or by email info@catorparkmontessori.co.uk

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:

- Online: <https://ico.org.uk/concerns/>
- By phone: 0303 123 1113
- By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Automated Decisions

Cator Park Montessori do not use any automated decision making processes.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Michelle Baxter or Rebecca Lawrence in the school office, by telephone 020 8778 9893 or by email info@catorparkmontessori.co.uk

This Privacy Notice was last updated on 12th March 2019. The most up-to-date version of this Privacy Notice will be available on our website: www.catorparkmontessori.co.uk