

The Lodge Nursery School

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

Why do we collect and use pupil information

The Lodge Nursery School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you and your child from other settings. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the data to:

- support your learning;
- monitor and report on your progress;
- provide appropriate pastoral care;
- assess how well we are doing, and
- to comply with the law regarding data sharing.

Categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special educational needs information
- Relevant medical information

Collecting information

Whilst the majority of 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 information to us or if you have a choice in this.

Storing data

We hold data for three years after children have left the setting, or in accordance with our Record Retention Policy.

Who do we share pupil information with?

We routinely share information with:

- our local authority
- the Department for Education (DfE)

Why we share information

We do not share information about children in our care with anyone without consent unless the

law and our policies allow us to do so.

We share children's' data with the Local Authority (AL) and the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Data collection requirements:

If you need more information about how our Local Authority and/or Department for Education collect and use your information for more information please visit:

- our local authority at <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-researchdata>

Requesting access to your personal data

Under data protection legislation, parents and children 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 Amelia Clark, Data Protection Officer, on info@thelodgenurseryschool.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, 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/>

If you cannot access these websites, please contact the LA or DfE as follows:

Information Resilience &
Transparency Team
Room 2.71
Sessions House
Maidstone
Kent
ME14 1XQ

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Email:
dataprotection@kent.gov.uk

Email: <https://www.gov.uk/contact-dfe>

Telephone: 0370 000 2288

Website:
<https://www.gov.uk/government/organisations/department-for-education>