



Privacy Notice

How we use your & your child's personal data

Introduction

Under data protection legislation, individuals have a right to be informed about how Slough Centre Nursery School uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store, and use personal data about Parents/Carers

We, Slough Centre Nursery School are the 'data controller' for the purposes of data protection law. Slough Centre Nursery is registered as a data controller with the Information Commissioners Office (ICO). Our registration number is Z6527362.

Our Data Protection Officer is The Schools People (see below).

Definition of Parent

The term 'parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent) and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives.

It is, therefore, possible for a pupil to have several "parents" under education law. This Privacy Notice also covers other members of pupils' families whose information we may process from time to time, including, for example, siblings, aunts, uncles, and grandparents.

1. Types of Parent/Carer Data We Collect

The categories of parent/carers information that we collect, process, hold and share includes:

- Personal information such as your name and date of birth
- Contact details including your address, telephone number and email address
- Information relating to your identity including your National Insurance Number
- Other characteristics such as free school meals/pupil premium eligibility, and entitlement to certain benefits.
- Information about family circumstances including court orders affecting the parenting arrangements for pupils
- CCTV images – monitoring purposes only.

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Disability, health, and access requirements
- Criminal Convictions (see below)

We may also hold data about you that we have received from other bodies, including other Schools and Academies, Social Services and Law enforcement agencies.

2. Why We Collect and Use Pupil Information

We collect parental/carers information to safeguard and promote the welfare of your child, to promote the objects and interests of the school, to facilitate the efficient operation of the school and to ensure that all relevant legal obligations are complied with. For example, we collect data:

- to decide who to admit to our school
- to maintain a waiting list
- 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
- for the protection and welfare of pupils and others, including our safeguarding/child protection obligations
- for the safe and orderly running of the school
- to send you communications that may be of interest to you which may include information about events or activities, news, campaigns, appeals, and other fundraising activities
- to respond to investigations from our regulators, or to respond to complaints raised by our stakeholders
- in connection with any legal proceedings threatened or commenced against the school

3. Collecting Parent/Carer Information

We collect parent/carers information from:

- Application/admissions forms and supporting documentation.
- Social Services if a child is “Looked After,” “Previously Looked After” or subject to a Special Guardianship Order.
- The Local Authority, or local Hospital Trust if a child on roll has/had an assessment because of their Special Educational Needs and/or Disabilities.
- Correspondence with the school including via official social media channels
- Authorisation for trips and other enrichment activities
- Complaints

In addition, the school also uses CCTV cameras around the site for security purposes and the protection of staff and pupils.

Most of the information you provide to us is mandatory, some of it is provided to us voluntarily. To comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

4. The Lawful Bases on Which we Use This Information

We only collect and use personal data when the law and our policies allow us to do so.

We process general category data where:

- we need to comply with a legal obligation
- we need to perform a task in the public interest or for our official functions.

Less commonly, we may also process your personal data in situations where:

- we need to protect your vital interest or that of another person
- for our legitimate interest where the school is not acting in its official capacity

We may process special category data:

- to protect your vital interests or those of another person, and where you/they are physically or legally incapable of giving consent
- if the information is manifestly made public by the parent (e.g. on social media)
- for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest
- where it is necessary for reasons of substantial public interest in the area of public health
- where it is necessary for reasons of
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

5. Criminal Proceedings/Convictions and Child Protection/Safeguarding Issues

This information is not routinely collected and is only likely to be processed by the school in specific circumstances. For example, if a child protection issue arises, or if a parent/carers is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer (LADO) and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

6. Consent

We may process personal information without your knowledge or consent, in compliance with the above lawful bases, where this is required or permitted by law and our policies.

In limited circumstances, we may require written consent to allow us to process certain particularly sensitive data. If we do so, we will provide full details of the information that we would like and the reason we need it, so that careful consideration may be given to whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, consent may be withdrawn at any time (see below).

7. Storage and Retention

A significant amount of personal data is stored electronically. Some information may also be stored as a hard copy. All data is stored and processed following the schools **Data Protection Policy**.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements.

Details of retention periods for different categories of your personal information are available in our Data Protection Policy.

8. CCTV

CCTV systems have been installed in certain areas of the nursery to ensure the safety of staff, pupils, governors, and other stakeholders, as well as to aid in the prevention and detection of crime. These systems are used solely for day-to-day monitoring purposes, and no images are recorded or stored.

9. Who Do We Share Parent/Carer & Pupil Information With?

We do not share parent/carers information with anyone without consent unless the law and our policies allow us to do so. We routinely share parent/carers information with:

- our Local Authority, or a pupil's home local authority (if different)
- the Department for Education (DfE) (see "How the Government Uses Your Data" below)
- schools that pupils attend after leaving us
- Ofsted
- NHS/School Nurse Services

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your personal data.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations (2013).

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section below.

Local Authorities

We have a statutory duty under Section 14 of the Education and Skills Act 2008 to share certain information about pupils with our local authority to ensure that they can conduct their statutory duties for example under the Schools Admission Code, including conducting Fair Access Panels.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collection such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities, and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

NHS and Health Agencies

It may be necessary to share limited personal data including special category data with the NHS and their agents, or other health agencies for the purposes of national immunisation programmes and other health/wellbeing programmes under our public interest tasks as an Academy Trust and to safeguard the vital interests of pupils.

It may be necessary for us to share limited information in the event of a Pandemic. This will enable the agencies to liaise with families to provide advice and support and to take appropriate steps in responding to any outbreaks. In such circumstances, specific supplementary Privacy Notices will be provided.

From time to time, we may also share pupil information with:

- The pupil's family and representatives
- School Governors
- Law enforcement agencies
- NHS health professionals; educational psychologists and other health and social welfare organisations
- Education Welfare Officers
- Courts, if ordered to do so
- Prevent teams in accordance with the Prevent Duty on schools
- Other schools, for example, if we are negotiating a managed move or the pupil is moving on to another school
- Our legal advisors
- Our auditors
- Our insurance providers/ the Risk Protection Arrangement

Other third-party service providers

We also share limited personal data with third-party service providers who require access to data to perform contracted services. These service providers include:

- Messaging service
- Learning Journal
- CPOMS

These third-party service providers act as data processors on the schools behalf. They are required to take appropriate security measures to protect your personal information in line with our policies and the data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

10. Transferring Data Outside The UK

We do not routinely share data with organisations outside the UK. Where this may be necessary, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless the transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

11. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

12. Your Data Subject Rights

You have the right to:

- make a subject access request (SAR) (see below)
- withdraw your consent to the processing at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the UK
- object to decisions based solely on automated decision-making or profiling. The school does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach (in certain circumstances)
- ask for their personal data to be transferred to a third party in a structured, commonly used, and machine-readable format (in certain circumstances).
- make a complaint to the ICO.

For more information about your rights please see here [For the public | ICO](#)

13. The Parental Right to the Educational Record

In maintained Schools, the parent has the right to **view** their child's educational record, *onsite and free of charge*, within 15 working days (not including weekends, school holidays, inset days and bank holidays in **any** of the UK's four Nations) of making a request.

14. Your Duty to Inform Us of Change

It is important that the personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your child's time with us.

15. Subject Access Requests

Under the data protection legislation, you have the right to request access to information about you that we hold. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR concerning your personal data it would be helpful if this could be made in writing, to school, including:

- your name and address
- the pupil's name if you are making a SAR on behalf of your child
- email address and telephone number
- details of the information required.

For more information about making a SAR please see [Preparing and submitting your subject access request | ICO](#)

16. Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the school in the first instance ([details below](#)).

17. The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please write to Mrs Iqbal, Office Manager, Slough Centre Nursery School, Buckingham Avenue East, SL1 3EA

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another lawful basis for doing so in law.

18. Complaints

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

If you consider our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concerns about our data processing, please raise this with us in the first instance by contacting Mrs Iqbal, Office Manager, on admin@slough-nursery.slough.sch.uk

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at DPOService@schoolspeople.co.uk

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

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

19. Changes to this Privacy Notice

This notice will be reviewed every year or as necessary in response to changes in the data protection legislation or our processing activities.

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make substantial changes.

We may also notify you in other ways from time to time about the processing of your personal information

20. Contact

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

Data Controller: Slough Centre Nursery School, Buckingham Avenue East, Slough, SL1 3EA.

Data Controller's Representative: Aisha Lateef, Headteacher. Email: head@slough-nursery.slough.sch.uk

Data Protection Officer: Dee Whitmore. Email: dposervice@Schoolspeople.co.uk

Effective Date:	March 2025
Last update:	March 2025
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How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data, they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
To contact DfE: <https://www.gov.uk/contact-dfe>