Manningham Community Nursery Schools Federation

Abbey Green Nursery School

Privacy Notice for Pupils and Families

Introduction

Abbey Green Nursery School is committed to protecting the privacy of pupils and their families. This privacy notice explains what personal information we collect about your child and your family, why we collect it, how we use it, and your rights regarding that information.
Data protection law (the UK General Data Protection Regulation and the Data Protection Act 2018) gives you and your child rights over personal information and requires schools to be open about how they use data.

Why does the school have to issue this Privacy Statement?

Abbey Green Nursery School is the 'Data Controller' for the personal information we hold about pupils and families. This means we are responsible for deciding what information to collect and how to use it.

Our contact details are:

Abbey Green Nursery School Green Lane, Bradford, BD8 8HT
Telephone: 01274 722070 Email: officeag@mcfed.co.uk

We have appointed a Data Protection Officer (DPO) who provides independent advice on data protection matters. You can contact the DPO at:

Name: Sunny Vara
Email: sunny.vara@cybercygroup.com

Sometimes we share data with other organisations (such as the Department for Education) because the law requires us to. When we do this, those organisations become responsible for that data under their own privacy notices.

Why do we keep data?

The School uses data (personal information) for the following main reasons:

Admissions and the school roll: We keep records of who attends our school, including your child's name, date of birth, address, and family contact details. This is so we know who is in our care and can contact you when needed.

Attendance: We record your child's attendance each day. This is a legal requirement and helps us ensure your child is safe and receiving their education.

Learning and development: We assess how well your child is learning and developing, and keep records of their progress. This helps us support your child's education and plan for their next steps.

Safeguarding and welfare: We keep information to help us keep your child safe and healthy. This includes medical information, allergies, dietary needs, and any concerns about welfare. Keeping children safe is our highest priority.

Special educational needs and disabilities (SEND): If your child has special educational needs or a disability, we keep records to ensure they receive the right support. This may include assessments, support plans, and information from other professionals.

Behaviour and exclusions: We keep records of any significant behaviour incidents. This helps us support your child and ensure a safe environment for all pupils.

Equality and diversity: We collect information about ethnicity, language, and religion to ensure we treat all children fairly and meet our legal duties under the Equality Act 2010.

Photographs and videos: With your consent, we may take photographs or videos of your child for use in school communications, displays, the school website, or social media. We will always ask your permission first.

School meals We keep information about dietary requirements and free school meal eligibility.

Communication with families: We use your contact details to communicate with you about your child's education, school events, and other relevant matters.

Data protection law says we must have a valid legal reason (called a 'lawful basis') for collecting and using personal information. The legal reasons we rely on are:

- Public task: Most of what we do with pupil data is because we have a duty to provide education and keep children safe. This is our 'public task' as a school. This covers admissions, attendance, learning and development, safeguarding, SEND support, behaviour records, and reporting to the government.
- Legal obligation: Some information we must collect because the law requires it. For example, we must keep attendance records and report certain information to the Department for Education and the Local Authority.
- Vital interests: In an emergency, we may share information to protect your child's life or health (for example, sharing medical information with paramedics).
- Consent: For some things, we will ask your permission first. This includes taking photographs for the website or social media, and sharing information with third parties that is not required by law. You can withdraw your consent at any time.
- Contract: If you use paid services (such as wraparound care), we process some data to provide that service.

For certain sensitive information (called 'special category data'), such as health information, ethnicity, or religion, we have additional legal reasons for processing it, as set out in data protection law.

What types of information do we collect?

We may collect and hold the following types of information about your child:

- Personal details: name, date of birth, gender, home address, unique pupil number
- Family and contact information: parents'/carers' names, addresses, telephone numbers, email addresses, emergency contacts, parental responsibility details
- Attendance: dates of attendance, absences, and reasons for absence

- Educational information: assessment results, progress reports, learning records, educational history from previous settings
- Special educational needs: SEND status, support plans, assessments, professional reports
- Medical and health information: medical conditions, allergies, dietary requirements, medications, health care plans
- Safeguarding information: child protection records, welfare concerns, referrals to other agencies
- Behaviour records: significant incidents, any exclusions
- Characteristics: ethnicity, languages spoken, country of birth, nationality, religion, eligibility for free school meals, pupil premium status
- Photographs and videos (where consent given)
- CCTV images (the school uses CCTV for security purposes)

We also hold information about parents and carers, including contact details, relationships to the child, and any relevant court orders or parental responsibility arrangements.

Where do we get information from?

We collect most information directly from you and your child when you apply for a place or during your child's time at school.

We also receive information from:

- Previous schools or nurseries your child attended
- The Local Authority (for admissions, SEND, and safeguarding)
- Health professionals (such as health visitors, speech therapists, or the school nursing service)
- Social services and other safeguarding agencies
- The Department for Education
- Other professionals involved in your child's care or education

We will inform you if we receive significant information about your child from another source.

Who do we share information with?

We may share your child's information with:

Government bodies (legal requirement)

- Department for Education (school census, national pupil database)
- Local Authority (admissions, SEND, safeguarding, attendance)
- Ofsted (during inspections)

Other schools

- If your child transfers to another school, we will send their educational records to the new school. This is a legal requirement.

Health and social care

- NHS and health professionals involved in your child's care
- Social services (where there are safeguarding concerns)

Support services

- Educational psychologists, speech and language therapists, and other professionals supporting your child

School service providers

- We use some external companies to help run the school, such as our Management Information System provider, online learning platforms, and photograph companies. These companies can only use the data to provide services to us and must keep it secure.

Others

- Police or other agencies if required by law or to protect a child
- School governors (in limited, anonymised form for oversight purposes)

We will not share your information with anyone else without your consent, unless the law requires or allows us to do so.

The National Pupil Database

We are required by law to provide certain information about pupils to the Department for Education. This is collected via the school census and stored in the National Pupil Database (NPD). The DfE may share information from the NPD with other organisations for research or statistical purposes. For more information, see: https://www.gov.uk/government/collections/national-pupil-database

Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure.

Our security measures include:

- Keeping paper records in locked cabinets in secure areas
- Using password protection and encryption on computers and portable devices
- Restricting access to personal data to staff who need it for their work

- Training all staff on data protection and confidentiality
- Having clear policies on acceptable use of technology
- Ensuring any companies we share data with have appropriate security measures
- Secure disposal of records when they are no longer needed

All school devices (laptops, tablets, desktop computers) are protected with passwords and, where they contain personal data, encryption. Our server is kept secure on the school premises. Staff are required to follow our security policies, which include not sharing passwords, locking screens when away from their desks, and not leaving records unattended. The school has policies on the use of mobile phones and cameras to protect children's privacy.

The school receives confirmation from other parties who have access to pupil data (for example a company may help the school to analyse pupil attainment) that they comply with the General Data Protection Regulation.

To help keep children safe it is important that the adults looking after children know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

The school has asked **Sara Earnshaw (Business Manager)** to look after pupils' information. We have also appointed a **Sunny Vara** from **Cybercy Group** *as a Data Protection Officer* who advises and visits the school.

Families' Data

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your children are getting on in school

The school will ask every family to play their part in protecting other people's personal information (or data). The children and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

How long do we keep information?

We keep personal information only for as long as we need it, or as long as the law requires. Different types of information are kept for different periods:

- Pupil educational records: We keep your child's main educational record until they reach age 25 (or age 35 if they had special educational needs).
- Attendance registers: Kept for 3 years from the date of entry.
- Safeguarding records: Kept until your child's 25th birthday (or 35th birthday for children with child protection concerns, or longer in some cases).
- Accident records: Kept for 3 years from the date of the incident (or until age 21 if a child was involved, plus 3 years).
- Photographs and videos: Kept only while your child is at the school, unless you have given consent for longer use. Deleted when consent is withdrawn.
- CCTV footage: Kept for a maximum of 60 days unless required for an investigation.

When records are no longer needed, they are securely destroyed.

For more detail, please ask to see our Records Retention Schedule.

Transfers outside the UK

We do not routinely transfer your child's personal data outside the United Kingdom. Most of our systems and service providers store data within the UK or European Economic Area.

If we ever need to transfer data outside the UK (for example, if you move abroad and request records be sent to a school in another country), we will ensure appropriate safeguards are in place as required by law.

Some online learning platforms we use may store data on servers outside the UK. Where this is the case, we ensure the provider has appropriate security measures and legal safeguards in place.

Your rights

Data protection law gives you (and in some cases your child) rights over personal information. These rights are explained below.

Right to be informed:

You have the right to know how we use personal data. This notice provides that information.

Right of access (Subject Access Request)

You have the right to ask for a copy of the information we hold about your child. This is called a 'Subject Access Request'. To make a request:

- Put your request in writing (by email or letter) to the school office or the DPO
- Tell us what information you are looking for
- Provide proof of your identity and your relationship to the child

We will respond within one calendar month. There is no charge for this.



Right to rectification

If you believe any information we hold is inaccurate or incomplete, you have the right to ask us to correct it.

Right to erasure

In some circumstances, you can ask us to delete personal data. However, this right does not apply where we need to keep the data to comply with a legal obligation (such as attendance records) or for safeguarding purposes.

Right to restrict processing

You can ask us to limit how we use data in certain circumstances, for example while we check whether information is accurate.

Right to object

You have the right to object to some types of processing. However, where we process data for our 'public task' (providing education and keeping children safe), this right is limited.

Right to data portability

In some circumstances, you can ask for data to be provided in a format that can be transferred to another organisation.

Rights related to automated decisions

You have the right not to be subject to decisions made purely by automated systems without human involvement. The school does not make automated decisions about pupils.

To exercise any of these rights, please contact the school office or the DPO.

Your child's own rights

Personal data about your child belongs to your child, not to you as parents/carers. However, while children are young, parents usually exercise data protection rights on their behalf.

As children get older and are able to understand their rights, they may be able to exercise their own data protection rights. We will consider each situation on a case-by-case basis, taking into account the child's age and maturity.

If there is ever a conflict between what a parent requests and what we believe is in the child's best interests, we will always prioritise the child's welfare.

Signed ……. Dated …….