



## **CVSE**

# **Privacy Policy Notice**

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# Calder Valley Steiner Education Privacy Policy Notice

## Why we collect, share and hold pupil information

*The EU General Data Protection Regulation 2016/679 (GDPR) takes effect on May 25 2018*

Why do we collect and use children's and parents information? We collect and use information under the Education Act 1996.

In particular article 6 and 9 of the GDPR

### **Article 6 GDPR**

Processing is necessary for compliance with a legal duty to which the controller is subjected

### **Article 9 GDPR**

For substantial public interest on a legal basis

For further information

<https://www.gov.uk/education/data-collection-and-censuses-for-School/Nurserys>

## Collecting pupil information

Whilst the majority of the information parents provide to us (about their children) is mandatory, some of it is provided to us on a voluntary basis.

In order to comply with the The EU General Data Protection Regulation 2016/679 (GDPR), we will inform you whether you are required to provide certain information to us, or if you have a choice in this (see Appendix 1.)

## Storing pupil data

- We hold the children's data until they reach 25 years of age.
- Information is stored in a locked cabinet/s

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

- Personal information (such as name and address)
- Any relevant medical information
- Special educational needs
- Exclusions and behavioural information
- Assessment information
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)

## We use the Children's data we collect:

- to support your child's learning
- to monitor and report on your child's progress
- to provide appropriate pastoral care for your child as circumstances dictate
- to assess the quality of our services
- to comply with the law regarding data sharing

### **Who do we share pupil information with?**

We routinely share the children's information with:

- School/nurseries that the pupil's attend after leaving us
- Calderdale local authority
- The Department for Education (DfE) and Ofsted

### **Why we share pupil information**

- We do not share information about our children with anyone without consent unless the law and our policies allow us to do so. We are required to share safeguarding information with Calderdale LA and any Schools/Nurseries the child moves on to.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- The School/Kindergarten must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

### **Voluntary information**

There are areas within the Kindergarten we will always ask your separate consent for, i.e. photos for media and publicity purposes.

### **The categories of parent information we hold:**

- Personal information such as name and address
- Contact information – phone numbers and email
- Relevant information regarding parental responsibility
- Contact details for further individuals who may be emergency contacts

### **Further information**

- **Substantial public interest**

The processing is necessary for reasons of substantial public interest.

- **Vital interests:**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

- **Legal claims:**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

- **Medical purposes**

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

- **Requesting access to your personal data**

Under data protection legislation, parents 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 the Setting Manager in writing.

**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 the Setting Manager in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your information.

**Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The Kindergarten relies on legitimate interests for most of the ways in which it uses your information.

**Specifically, the Kindergarten has a legitimate interest in:**

- Providing educational services to your child;

- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the Kindergarten. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid School/Kindergarten fees are due
- Facilitating the efficient operation of the School/Kindergarten
- Ensuring that all relevant legal and regulatory obligations of the School/Kindergarten are complied with.
- In addition, your personal information may be processed for the legitimate interests of others. For example, another School/Nursery will have a legitimate interest in knowing if you have not paid School/Nursery fees that are due to us.
- If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the Data Protection officer/Setting Manager

### **Necessary for a contract**

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

### **Any names and numbers you provide for other emergency contacts**

If you provide us with anyone other than parental information, persons whom may be additional emergency contacts, i.e. grandparents, it is your responsibility to ensure you have their permission to share their contact information.

### **Legal obligation**

Where the Kindergarten/Parent and Child Group needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

### **Vital interests**

For example, to prevent someone from being seriously harmed or killed.

### **Public interest**

The Kindergarten/Parent and Child Group considers that it is acting in the public interest when providing education.

Please contact us if you have any questions or queries.

### **Contact details:**

01422 882071  
schoolmanager@caldersteiner.org.uk  
Data Protection officer – Kate Lunn



### ***The EU***

***General Data Protection Regulation 2016/679 (GDPR) takes effect on May 25th 2018.***

To meet the requirements CVSE has developed a Privacy Policy/Notice which can be seen in full on the website, or you can request a paper copy from the office.

The following is a summary of that document. Please read and sign to confirm you have received the information. It will help the Kindergarten and its administration greatly if you do this.

Kate Lunn is the Data Protection Officer for CVSE.

The information does not negate in any way the consents you have already signed re photo consent, social media, WhatsApp groups etc.

### **Summary**

We collect, share and hold pupil information, under the Education Act 1996.

In particular article 6 and 9 of the GDPR

#### **Article 6 GDPR**

Processing is necessary for compliance with a legal duty to which the controller is subjected

#### **Article 9 GDPR**

#### **Collecting pupil information**

Whilst the majority of the information parents 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 pupil data**

- We hold the children's data until they reach 25 years of age.
- Information is stored in a locked cabinet/s

#### **Voluntary information**

There are areas within the Kindergarten we will always ask your separate consent for, i.e. photos for media and publicity purposes. This is information you can refuse to provide.

#### **Who do we share pupil information with?**

We routinely share the children's information with:

- School/Nursery's that the pupil's attend after leaving us
- Calderdale local authority
- The Department for Education (DfE)

#### **Why we share pupil information**

- We do not share information about our children with anyone without consent unless the law and our policies allow us to do so. We are required to share safeguarding information with Calderdale LA and any Schools/Nursery's the child moves on to.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- The Kindergarten must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

**We use the Children's data we collect:**

- to support your child's learning
- to monitor and report on your child's progress
- to provide appropriate pastoral care for your child as circumstances dictate
- to assess the quality of our services
- to comply with the law regarding data sharing

**The categories of pupil information that we collect, hold and share include, this is essential information:**

Personal information (such as name and address)

- Any relevant medical information
- Special educational needs
- Exclusions and behavioural information
- Assessment information
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)

**The categories of parent information we hold, and is essential:**

- Personal information such as name and address
- Contact information – phone number and email
- Relevant information regarding parental responsibility

Contact details for further individuals who may be emergency contacts (it is your responsibility to ensure they are happy for you to share this information)

For further information

<https://www.gov.uk/education/data-collection-and-censuses-for-School/Nurserys>

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**Calder Valley Steiner Education**  
**The Valley Kindergarten**  
*Making time for childhood*

**Name:**

**Parent of:**

**(Please print)**

**I have read the summary provided regarding the new GDPR regulations**

**If I want to read the full document, I understand it is accessible on the CVSE Website or I can request a paper copy.**

**I understand that if I provide any personal information (other than my own) for an emergency contact (i.e. grandparent) it is my responsibility to ensure the individual is happy for that information to be shared with the Kindergarten.**

**I understand that the Kindergarten needs to collect the mandatory information and will inform me if it is not mandatory so I will have a choice if to share information or not.**

**Signed:**