

Privacy Notice

(How we use pupil information – Early Years)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- LAC Looked after children
- Child Protection
- Year Group
- Educational Health Care Plan
- Admission date
- Leaving date

Why we collect and use pupil information

Public task: the processing is necessary for our school to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

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We use the pupil data:

- 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
- To share data for statutory inspections and audit purposes
- to claim Funded Early Learning funding for eligible 2, 3 and 4 year olds and if applicable the Early Years Pupil Premium for eligible 3 & 4 year olds.
- to check your child's entitlement for Free School Meals
- to enable your child's Early Years Provider to claim the funding your child is entitled to in the current and future academic years for the purposes of the Early Years Pupil Premium.

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- [Article 6 of the UK GDPR](#)
- Concerning Special Category Data, conditions as set out under [Article 9 of the UK GDPR](#).

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

We collect pupil information for registration at the point of admission throughout the school year and Common Transfer File (CTF) from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.hawkswoodgroup.org.uk

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority authority (Waltham Forest Council) as your childcare provider, it is our responsibility to forward your children's registration details to the Local Authority (LA) <https://walthamforest.gov.uk/>
- the Department for Education (DfE)
- Calculating Funded Early Learning (FEL) Funding received by childcare providers.
- Sharing with another setting the number of FEL hours previously claimed for a child to avoid double funding claims for the same child.
- Making an assessment of any Special Educational Needs and/or Disabilities (SEND) a child may have.
- Monitoring the number of statutory EYFS 2 year progress checks and 2 year Integrated Reviews completed across the city and by area. Inform the development of Early Years Quality Improvement programmes, including moderation activity and future targeted and universal support to providers.
- Assessment and planning of early years childcare places and services offered throughout the city to meet needs of children and their families.

Families with children taking up Funded Early Learning will be registered with their local Family Centre if they have not previously registered.

- Education Psychology Service
- Speech and Language Therapist
- Education Welfare Officer
- Youth Offending Team
- Metropolitan Police
- Mainstream schools
- Academy schools
- School nurse
- SEND Team

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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We also share information with organisations processing information to administer children's services. These may include:

1. Qualifications and Curriculum Development Agency (QCDA) The role of the QCDA is to develop the curriculum, improve and deliver assessments, and review and reform qualifications, to help ensure that everyone can get the knowledge, skills and qualifications they need. The QCDA uses information concerning children to conduct national assessments such as the Foundation Stage Profile. All providers of education and care to children from birth to the age of five follow the standards set in the early year's foundation stage (EYFS) framework and it is the role of QCDA to ensure its success.
2. Office for Standards in Education, Children's Services and Skills (Ofsted) Ofsted assesses the quality of children's services for each local authority annually. It regulates the services being provided in the care of children and young people.

Ofsted don't process any information about individual children, but it does use information about the achievement of groups of children to help make decisions about the quality of education in Early Years Settings.

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)

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

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 18th October 2023.

Contact

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

Elaine Clark: elaine.clark@hawkswoodgroup.org.uk Data Protections Officer