



Privacy Notice

How we use information about children

For the purpose of this document Guildford Nursery School and Family Centre will be referred to as GNSFC. When we say “parent” we mean “parents and carers”.

Under UK data protection law, individuals have a right to be informed about how GNSFC 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 we collect, store and use personal data about children.

We, GNSFC, are the ‘data controller’ for the purposes of UK data protection law.

Our data protection officer is John Moorhouse, Chorus Advisers Ltd, 4th Floor Gateway Building, 10 Elmer Approach, Southend-on-Sea, Essex SS1 1LW.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents, unique pupil number
- Results of internal assessments
- Pupil and curricular records
- Exclusion information
- Attendance information
- Behavioural information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about your child that falls into ‘special categories’ of more sensitive personal data. This includes, but is not restricted to:

- Information about any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Information about characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

Why we use this data

The personal data collected is essential for GNSFC to fulfil our official functions and meet legal requirements.

We use the data listed above to:

- a) support children's learning
- b) monitor and report on children's progress
- c) provide appropriate pastoral care
- d) protect child welfare
- e) assess the quality of our services
- f) keep children safe (food allergies, or emergency contact details)
- g) meet the statutory duties placed upon us by the Department for Education
- h) administer admissions waiting lists
- i) carry out research
- j) comply with the law regarding data sharing

Our lawful basis for using this data

Our lawful bases for processing your child's personal data for the purposes listed above are as follows:

- For the purposes of complying with a legal obligation, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
 - Article 6(1)(c) of UK GDPR
- For the purposes of performing an official task in the public interest, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here:
 - Article 6(1)(e) of UK GDPR
- For the purposes of marketing (for example a photograph of a child on our website or social media, or the use of a name in a newspaper article or training materials) in accordance with the 'consent' basis – we will obtain consent from you to use your child's personal data
- For the purposes of protecting an individual's vital interests (or someone else's interests), in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

Collecting children's information

We collect information about children via questionnaires/forms sent to parents/carers.

Children's data is essential for GNSFC's operational use. Whilst the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information to us (and if so, what the possible consequences are of not complying) or if you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

How we store this data

We keep personal information about your child while they are attending GNSFC. We may also keep it beyond their attendance at GNSFC if this is necessary. Our Records Management Policy sets out how long we keep information about children. For a copy of this policy please ask for a hard copy at our Reception.

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

We will dispose of your child's personal data securely when we no longer need it.

Who we share data with

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with UK data protection law) we may share personal information about your child with:

- Our local authority (Surrey County Council) to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department for Education
- The child's family and representatives
- Our Family Centre
- Our regulator e.g. Ofsted
- The schools that children attend after leaving us
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Our caterers e.g. medical or dietary needs

National Pupil Database

We are required to provide information about children to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education 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 third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department for Education'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.

Local Authorities

We may be required to share information about children with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Your rights

How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your right to access your child's educational record

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a child). This right applies as long as the child is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the child or another individual.

To make a request, please contact us (see 'Contact us' below).

Your other rights regarding your child's data

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected

- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

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

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

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 in November 2023 and will be reviewed in November 2026 (or sooner).

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

John Moorhouse
Chorus Advisers Ltd
4th Floor Gateway Building
10 Elmer Approach
Southend-on-Sea
Essex SS1 1LW

Tel: 0845 867 1263

Email: dpo@chorusadvisers.co.uk