



THE WORKPLACE  
WELLBEING  
CHARTER



Everton Nursery School  
and Family Centre  
Spencer Street  
Liverpool, L8 2WF

Tel 0151 233 1969 Fax 0151 233 1960

Email [evertonnec@talk21.com](mailto:evertonnec@talk21.com)

Web [www.evertonnurseryschoolandfamilycentre.org](http://www.evertonnurseryschoolandfamilycentre.org)

Headteacher Head of Centre Dr Lesley Curtis OBE

## PRIVACY NOTICE

for

### Everton Nursery School and Family Centre

#### How we use pupil information

Everton Nursery School and Family Centre are the Data Controller for the use of personal data in this privacy notice.

#### Why do we collect and use pupil information?

Section 537A of the Education Act 1996 requires schools to collect and provide any such individual pupil information as may be prescribed. This includes sharing of a set of named pupil records through the submission of termly school census returns to the local authority and the Department for Education (DfE).

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

We also collect and share individual pupil information with the local authority - including attendance and exclusions data- each week. This is supported under The Education (Pupil Registration) (England) Regulations 2006 Regulation 12; Children's Act 2004 Section 10: co-operation to improve wellbeing; Children's Act 2004 Section 11: arrangement to safeguard and promote welfare; Education and Inspections Act 2006 Section 38 and Working together to safeguard children 2018.

This information is used by the local authority to fulfil a number of statutory duties:

- to ensure there are sufficient school places in the area
- promote high education standards
- ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential
- the need to meet the local authority's safeguarding requirements
- to facilitate the ability of partner organisations to support the learning and welfare of children and young people through the exchange of data and the use of information not otherwise available to either organisation.

For more information on how the local authority uses information we share with them go to <http://liverpool.gov.uk/schools-and-learning/requests-for-pupil-records/>





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We (Everton Nursery School and Family Centre) are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school, the Local Authority and/or the Department for Education (DfE). We also use pupil data to:

- Support pupil learning;
- Monitor and report on pupil attainment progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services
- Keep children safe (food allergies and/or emergency contact details)
- To meet the statutory duties placed upon us by the Department for Education

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

- Personal identifiers and contacts (such as name, unique pupil number and 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 and absence reasons and any previous schools attended)
- Assessment and attainment (such as end of EYFS Year within the Nursery School)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Family Support information

**Collecting pupil information**

Pupil data is essential for the schools operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 and we will tell you what you need to do if you do not want to share this information with us.

**Storing pupil data**

We hold pupil data for 25 years in a secure locked metal cabinet within a secure room.

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

We routinely share pupil information with:





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- schools
- local authorities
- the Department for Education (DfE)

### 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. The Department for Education collects personal data from educational settings and local authorities via various statutory data collections. This data sharing underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school. The pupil data informs short term educational policy monitoring and school accountability and intervention. The pupil data supports 'longer term' research and monitoring of educational policy. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections under section 3 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.

### 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>.

