



THE WORKPLACE
WELLBEING
CHARTER



Everton Nursery School and Family Centre Privacy Notice

Last updated 27 January 2026

Tel 0151 233 1969 Fax 0151 233 1960

Email evertonnsfc@evertoncentre.liverpool.sch.uk

Web www.evertonnurseryschoolandfamilycentre.org

Headteacher Head of Centre Dr Lesley Curtis OBE

1) How we use pupil information

Everton Nursery School and Family Centre is the data controller for the personal data it processes. This privacy notice explains what personal data we collect about children and families, why we collect it, how we use it, who we share it with, and your rights.

Contact (for queries and data rights requests): Everton Nursery School and Family Centre, Spencer Street, Liverpool, L6 2WF. email: evertonnsfc@evertoncentre.liverpool.sch.uk telephone: 0151 233 1969

2) Why we collect and use personal data (purposes) and our lawful bases

Under the UK GDPR and Data Protection Act 2018 we must identify a lawful basis for each purpose. For special category data (e.g. health), we also identify an Article 9 condition. The main bases we rely on are listed below.

- Support pupil learning and development (including SEND support) – UK GDPR Article 6(1)(e) public task; Article 9(2)(g) substantial public interest (safeguarding of children, DPA 2018 Sch. 1), and/or Article 9(2)(h) health or social care, where applicable.
- Monitor and report on attainment and progress – Article 6(1)(e) public task; Article 9(2)(g) or 9(2)(h) where applicable.
- Provide pastoral care and keep children safe (e.g. allergy and emergency contact information) – Article 6(1)(e) public task; Article 6(1)(d) vital interests in an emergency; Article 9(2)(c) vital interests and/or 9(2)(g)/(h) for safeguarding/health.
- Assess and improve the quality of our services – Article 6(1)(e) public task.
- Meet statutory duties for Department for Education (DfE) data collections (e.g. school census) – Article 6(1)(c) legal obligation and/or 6(1)(e) public task; associated education legislation.
- Safeguarding and child protection, including working with local partners – Article 6(1)(e) public task; Article 9(2)(g) substantial public interest (safeguarding of children) / DPA 2018 Sch. 1; Article 9(2)(c) vital interests where necessary.
- Where we rely on consent (for example, certain uses of photographs or optional activities) – Article 6(1)(a) consent; and where special category data is involved, Article 9(2)(a) explicit consent.

3) The categories of personal data we process

- personal identifiers and contacts (such as name, date of birth, unique pupil number, address, contact details)
- characteristics (such as ethnicity, language, and eligibility for funded early education/free school meals)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disabilities (including needs, provision and ranking)
- medical and administration (such as GP information, child health, allergies, medications and dietary requirements)
- attendance (such as sessions attended, absences and reasons, and previous settings attended)
- assessment and attainment (such as Early Years Foundation Stage observations and outcomes)
- behavioural information (such as exclusions and any alternative provision)
- family support information (where support is provided by the school or partners)
- educational visits and activities
- catering and free school meal management
- photographs/consents and CCTV images



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4) Collecting pupil information

Collecting pupil information

Pupil data is essential for the school's 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.

5) How we collect personal data

We collect personal data via registration and admission forms; through ongoing communications with parents/carers; via secure transfer from previous settings (for example, Common Transfer File where applicable); and through our daily operational use of school systems (including our MIS and safeguarding systems). We will tell you when information is mandatory and when it is optional.

6) How long we keep information (retention) and how we keep it secure

We hold pupil records and personal data securely and only for as long as necessary for our purposes or to satisfy legal requirements. Our retention follows the Information and Records Management Society (IRMS) Data Retention guidelines for schools. Core pupil records are typically kept until the child's date of birth + 25 years, unless a different period applies (e.g. safeguarding records).

7) Who we share personal data with and why

We do not share information about pupils with anyone without consent unless the law and our policies allow or require us to.

We routinely share personal data with:

- schools or settings that pupils attend after leaving us
- our local authority (Liverpool City Council) for statutory education duties, safeguarding and attendance
- the Department for Education (DfE) for statutory data collections (for example, the school census)
- NHS services (such as school health services) where relevant
- police and other agencies where required for safeguarding and the prevention or detection of crime

Attendance and exclusions: we also share individual pupil attendance and exclusion information with the local authority (normally weekly) to support statutory duties including safeguarding and promoting welfare, planning of school places and improving attendance.

8) Department for Education (DfE) data collections and the National Pupil Database (NPD)

We are required to share certain information with the DfE (directly or via the local authority) for statutory data collections such as the school census. All data is transferred securely and held by DfE under appropriate technical and organisational measures.

The NPD is owned and managed by DfE and contains information about pupils in schools in England. It is used for research and statistical purposes to improve education and children's services. For more information, see the DfE privacy notices and NPD privacy notice.

9) Our legal powers and guidance

Our processing and data sharing are supported by the following legislation and guidance (non-exhaustive):

- Education Act 1996 s.537A (school census)
- Education (Information About Individual Pupils) (England) Regulations 2013
- School Attendance (Pupil Registration) (England) Regulations 2024

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- Children Act 2004 (sections 10 and 11 – co-operation and safeguarding duties)
- Education and Inspections Act 2006 (section 38 – promote wellbeing)
- Working Together to Safeguard Children 2023 (statutory guidance)

10) Your data protection rights

You have the following rights under data protection law. Some rights may not apply where we are processing under legal obligation or public task.

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure (in some circumstances)
- the right to restrict processing (in some circumstances)
- the right to object (in some circumstances, particularly where we rely on public task)
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time where processing is based on consent

11) Requests, questions or complaints

To exercise your rights or ask questions, please contact us using the details at the top of this notice. We will respond within one calendar month wherever possible.

If you are unhappy with how we use your data, you can also complain to the Information Commissioner's Office (ICO): ico.org.uk/make-a-complaint | 0303 123 1113 | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12) International transfers and automated decisions

We do not routinely transfer personal data outside the UK. If a transfer is necessary (for example, because a service provider stores data overseas), we will ensure appropriate safeguards are in place. We do not make decisions about pupils based solely on automated processing that have legal or similarly significant effects.

References

- Complete the school census – Guidance: <https://www.gov.uk/guidance/complete-the-school-census>
- School census 2025 to 2026 technical info: <https://www.gov.uk/government/publications/school-census-2025-to-2026-technical-information>
- Education (Information About Individual Pupils) (England) Regulations 2013: <https://www.legislation.gov.uk/ksi/2013/2094/made>
- School Attendance (Pupil Registration) (England) Regulations 2024: <https://www.legislation.gov.uk/ksi/2024/208/made>
- Working Together to Safeguard Children 2023: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- ICO – Lawful basis (public task): <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/public-task/>
- ICO – Lawful basis (overview): <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/>
- DfE – National Pupil Database privacy notice: <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>
- IRMS Retention Guidelines for Schools: <https://site4.educationgateshead.org/wp-content/uploads/2023/07/SchoolsRetentionScheduleNov15v4.pdf>
- ICO – Make a complaint: <https://ico.org.uk/make-a-complaint/>