

Robertsbridge Children's Services

Privacy Policy

Privacy Policy for Robertsbridge Children's Services (RCS)

We need your consent to hold the details you provide us with. All the data we gather and hold is managed in strict accordance with the Data Protection Act (1998) and any amending legislation.

Introduction

RCS uses information from you in order for the work of RCS to be performed more efficiently and effectively and in keeping with the law. We take your privacy very seriously. This privacy policy sets out details of the personal information we collect about you and the ways in which we may use that information. We recognise the special position that RCS holds in relation to the information that we gather and we have included separate provisions to explain how we handle information about children

Policy in relation to people other than children

When do we collect personal information?

We collect personal information from you when you make contact with RCS.

What may your personal information be used for?

If you are a parent, we may use the personal information for instance to:

- improve the services we perform as part of the contract we have with you
- enable us to contact you as quickly as the need requires.

If you are an RCS staff member, we may use your personal information for instance to:

- ensure that you are paid properly
- keep records of training and development whilst you are a staff member

- keep records of health and safety issues and accidents.

If you are inquiring about RCS and the services it offers or needs, we may use your personal information to:

- send you information about RCS
- give you information about any needs for work and services that RCS may have.

Policy in relation to children

RCS processes personal information about its children and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous setting, if any.

The categories of child level information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information, including name of family doctor, immunisation information, medication being taken
- Appropriate records of children's development information

Why we collect and use this information

We use the children's data to:

support children's learning
monitor and report on children's progress, possibly involving other professionals
provide appropriate pastoral care
assess the quality of our services
comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use children's information under Article 6 (1) and under Article 9 (2) (special categories of personal data) of the General Data Protection Regulation, on the basis of your consent having been given to us and the fact that processing the information is necessary for us to be able to perform the contract we have with you.

Collecting children's information

Whilst the majority of child level information you 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 child level information to us or if you have a choice in this.

Storing children's data

We hold children's data for a maximum of three years after your child has left our provision, except that accident and safeguarding records will be retained until your child reaches the age of 25.

With whom we share children's information

We routinely share children's information with:

- Settings/schools that children attend and those they may attend after leaving us
- our local authority
- the Department for Education (DfE)
- other professional agencies such as health Visitor, GP, Early Years support specialists

Why we share children's information

We do not share information about our children without consent unless the law and our policies allow us to do so.

We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the setting's funding and educational attainment policy and monitoring.

.Data collection requirements:

To find out more about the data collection requirements placed on us by the DfE (for example; via the early years census) goes 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 DfE 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 children 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 DfE may share information about our children 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>

General Provisions

Updating and amending your personal information

You have control over the accuracy of your personal information. If, at any time, you wish to verify, update or amend the personal information you have provided, please email: info@robertsbridgechildrensservices.co.uk or write to us at: Robertsbridge Children's Services, George Hill, Robertsbridge, East Sussex, TN32 5AY.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information we hold about you and/or your children. To make a request for your personal information, or be given access to your child's information, contact the Bursar.

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, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Security

We have implemented security measures to ensure that your personal information is protected.

Changes to Privacy Policy

We recognise the importance of privacy to all people who wish to contact RCS and intend to remain at the forefront of developments in this area. We will keep this policy under review and any changes made from time to time will be posted on this website.

Consent

If you chose to 'opt-in' receiving communications from us by email, you give your consent to the collection, storage, processing and use of your personal information by us as described in this privacy policy.

Data Protection Officer

The Bursar is the RCS Data Protection Officer.

Robertsbridge Children's Services is a registered charity: number 1037723.

Last updated: 22-05-2018