



## Appendix B Thornton Heath Nursery School Privacy Notice

### Data Protection Act 1998 and GDPR May 2018

The Pegasus Academy Trust are the Data Controller for the purposes of the Data Protection Act.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- claim early years funding (universal or extended hours) for your child;
- claim early years pupil premium or inclusion funding;
- assess the quality of our services.

This information includes contact details, assessment results, attendance information, characteristics such as ethnic group, languages spoken, special educational needs/ disabilities and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our policies permit it. We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DFE). DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998 and GDPR 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data. For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

School data is also used to support the Croydon Child Index and Children in Need Census (for further information telephone 020 8726 6000 ext 63584/61646).

If you want to see a copy of the information, we hold and share about you then please contact us in writing, FAO The Data Protection Officer.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>. If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.croydon.gov.uk/democracy/data-protection-freedom-information/>, email [EducationDataQuality@croydon.gov.uk](mailto:EducationDataQuality@croydon.gov.uk) or call 02087266000 ext 64072
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> or call 0370 000 2288

**I have read and understood the Thornton Heath Nursery School privacy notice.**

---

**Signed**

---

**Print name**