

## Cherrytree Nursery School Ltd

### Data Protection & Privacy Notice Policy

Cherrytree Nursery School Ltd is a data controller for the purposes of the Data Protection Act. The information we collect from you includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child is doing

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are also required by law to pass some information about you to the Local Authority (LA) and the Department for Education (DfE). If you want to receive a copy of the information about you that we hold or share, please contact the Nursery Manager.

The DfE may also share pupil's 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.

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>

For information on which third party organisations have been provided with pupil level data (and for which project) please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the LA and/or DfE store and use your information, please visit:

our local authority at <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information> or

the DfE website at <http://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the Local Authority or Department for Education as follows:

Information Resilience & Transparency Team  
Kent County Council, Room 2.71  
Sessions House  
County Hall  
Maidstone  
ME14 1XQ

Ministerial & Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

Contact: <http://www.gov.uk/contact-dfe>

Telephone: 03000 414141  
(County Hall, Maidstone)

Telephone: 0370 000 2288

Website: [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)