



Privacy Notice: Pupils

How we use your child's personal data

Under data protection legislation, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals where we are processing their personal data. This privacy notice explains how and why we collect, store and use personal data about Pupils.

This privacy notice explains how and why we collect, store and use personal data about Pupils under the following legislation:

- UK General Data Protection Legislation (UK GDPR)
- Data Protection Act 2018 (DPA)
- The Data Use and Access Act 2025 (DUAA).

We, Cippenham Nursery School, are the 'Data Controller' for the purposes of data protection law. The School is registered as a Data Controller with the Information Commission (ICO). Our registration number is **Z8629609**.

Our data protection officer is The Schools People (see 'Contact us' below).

1. Data Protection Principles

Personal Data must be processed following the six Data Protection Principles. It must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

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2. Types of Pupil Information We Collect.

The categories of pupil information that we collect, process, hold, and share include, but are not limited to:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as language and free school meal eligibility)
- special characteristics including racial or ethnic origin; religious or philosophical beliefs and health;
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' contact information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- details of pupils who attract additional funding- e.g., Looked After Children/those who attract Pupil Premium funding/in the care of Social Services or are subject to a Special Guardianship Order;
- assessment and attainment
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Any other pupil personal data that we will inform you of from time to time.

3. Collecting Pupil Personal Data

We collect Pupil personal data from:

- Application/admissions processes, including home visit forms
- Common Transfer files
- Assessment and attainment processes
- Attendance (routine register twice a day)
- Special Educational Needs and Disabilities (SEND) information
- Parent communications
- health information
- CCTV images in and around the school site for security purposes and the protection of staff, pupils and other stakeholders.

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We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities and the Department for Education.

While the majority of the information we collect about pupils is mandatory, some may be provided voluntarily.

Whenever we seek to collect information relating to pupils, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

If you fail to provide certain information when requested, we may be unable to comply with our legal obligations.

4. Why we collect and use Pupil Information

We collect pupil information to safeguard and promote the pupil's welfare, promote the school's objects and interests, facilitate the efficient operation of the school, and ensure that all relevant legal obligations of the school are complied with. For example, we collect data for the following purposes:

- to decide who to admit
- to administer admissions lists
- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- To carry out our legal obligations as a nursery school.

5. Automated Decision Making

Automated decision-making takes place when an electronic system uses personal information to make decisions without human intervention. We are permitted to use automated decision-making in limited circumstances.

The School does not currently carry out any automated decision-making or profiling. If this position changes, we will notify you and implement appropriate safeguards, as required by law.

6. The Lawful Bases on which we Process Personal Data

We only collect and use personal data when the law and our policies allow us to do so. We process personal data where:

- necessary to comply with a legal obligation
- necessary to perform a task in the public interest or for our official functions

Less commonly, we may also process pupil personal data in situations where:

- necessary to protect the vital interest of a pupil or that of another person
- necessary for our legitimate interest where we are not acting in our official capacity as a Nursery School

In addition, the DUA 2025 introduces the concept of recognised legitimate interests. In limited circumstances, the Trust may rely on legitimate interests without completing a full Legitimate Interests Assessment when the processing falls within categories recognised under the Act. This does not replace our reliance on the “public task” basis for our core educational functions.

We may process special category data:

- to protect a child's vital interests or those of another person, and where they are physically or legally incapable of giving consent
- if the information is manifestly made public by the pupil or parent (e.g. on social media)
- for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest
- where it is necessary for reasons of substantial public interest in the area of public health
- where it is necessary for reasons of
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

7. Consent

We may process personal information in compliance with the above lawful bases, where this is required or permitted by law and our policies.

In limited circumstances, we may require written consent to process certain particularly sensitive data. If we do so, we will provide full details of the information that we would like and the reason we need it, so that careful consideration may be given to whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, consent may be withdrawn at any time.

8. Criminal Proceedings/Convictions and Child Protection/ Safeguarding Issues

This information is not routinely collected and is only likely to be processed in specific circumstances. For example, if a child protection issue arises, or a pupil is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies, including the child protection team at the Local Authority, the Local Authority Designated Officer (LADO) and/or the Police.

Such information will be processed only to the extent permitted by law, and appropriate measures will be taken to keep the data secure.

9. Change of Purpose

We will only use personal information for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose. Examples of compatible further use may include processing related to safeguarding, legal compliance, equality monitoring and the establishment, exercise or defence of legal claims.

If we need to use your personal data for a purpose incompatible with the purpose for which it was collected, we will notify you before we start the new processing. We will explain what we intend to do, the lawful basis we rely on, and, where required, seek your consent.

10. Storage and Retention of Personal Data

A significant amount of personal data is stored electronically. Some information may also be stored as a hard copy.

All data is stored and accessed following the School's **Data Protection Policy**

We will only retain your child's personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our **Data Retention Policy**.

When your child is no longer a pupil at the School, we will retain their personal information and securely destroy it in accordance with our **Data Retention Policy**.

11. CCTV

We have installed CCTV systems on our premises for the safety of staff, pupils, governors and other stakeholders, and for the prevention and detection of crime. Signs are displayed notifying you that CCTV is in operation.

All CCTV images will be retained for 25 days. After this period, the images are permanently deleted unless they are required for an identified ongoing incident or investigation (for example, if a crime has been observed and recorded, or if the images have been retained while another subject access request is being processed). In such cases, images will be retained for as long as necessary (for example, until the conclusion of any criminal proceedings arising from the incident).

For further information, please refer to the School's **CCTV Policy**

12. Who do we Share Pupil Personal Data with?

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We do not share information about Pupils with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary, and it complies with data protection law, we may share personal information about pupils with:

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- our Local Authority
- a pupil's home Local Authority (if different)
- the Department for Education (DfE) (see "How the Government Uses Your Data" below)
- Ofsted
- NHS/School Nurse Service

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority under Regulation 5 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. For more information, please see 'How Government uses your data' section below.

Local Authorities

We have a statutory duty under Section 14 of the Education and Skills Act 2008 to share certain information about pupils with our local authority to ensure that they can conduct their statutory duties for example under the Schools Admission Code, including conducting Fair Access Panels.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collection such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities, and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

NHS and Health Agencies

It may be necessary to share limited personal data including special category data with the NHS and their agents, or other health agencies for the purposes of national immunisation programmes and other health/wellbeing programmes under our public interest tasks as an Academy Trust and to safeguard the vital interests of pupils.

It may be necessary for us to share limited information in the event of a Pandemic. This will enable the agencies to liaise with families to provide advice and support and to take appropriate steps in responding to any outbreaks. In such circumstances, specific supplementary Privacy Notices will be provided.

From time to time, we may also share pupil information with:

- The pupil's family and representatives
- School Governors
- Law enforcement agencies
- NHS health professionals, educational psychologists, and other health and social welfare organisations
- Education Welfare Officers
- Courts, if ordered to do so
- Prevent teams in accordance with the Prevent Duty on schools
- Other schools, for example, if we are negotiating a managed move or the pupil is moving on to another school

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- Our legal advisors
- Our auditors
- Our insurance providers/ the Risk Protection Arrangement

Suppliers and third-party service providers

We also share limited personal data with third-party service providers who require access to it to perform contracted services. These service providers include:

- MIS
- Tapestry
- Groupcall
- Any other services/service providers that we will inform you of from time to time.

These third-party service providers act as data processors on the School's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf or to comply with legal obligations.

13. Transferring Data Outside the UK

We do not routinely transfer personal data outside the UK. Where international processing is necessary, we transfer personal data only in compliance with UK data protection law and only where appropriate safeguards are in place.

These safeguards may include:

- an adequacy decision under the UK GDPR; or
- approved contractual safeguards, such as the UK International Data Transfer Agreement (IDTA) or the UK Addendum to the EU Standard Contractual Clauses; and
- a completed Transfer Risk Assessment (TRA).

In exceptional circumstances, where no adequacy decision or appropriate safeguards apply, we may rely on a limited UK GDPR derogation (for example, where the transfer is necessary for important reasons of public interest or to protect vital interests).

14. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

Access to pupil information is strictly controlled and aligns with the DUAA 2025 requirement, ensuring that only staff with a legitimate and proportionate need can access specific categories of data.

In addition, we limit access to your personal information to those agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have procedures in place to address any suspected data security breach and will notify you and any applicable regulator if we are legally required to do so, in accordance with our **Data Security Policy and Breach Procedure**.

15. Your Data Subject Rights

Until a child reaches the age of 12, parents may exercise the child data subject rights on their behalf including the rights listed below:

- Making a Subject Access Request (SAR) (see below)
- Withdrawing consent to for processing (see above)
- Asking us to rectify, erase or restrict processing of the child's personal data, or object to the processing of it (in certain circumstances)
- Preventing the use of personal data for direct marketing
- Challenging processing, which has been justified on the basis of public interest
- Requesting a copy of agreements under which your personal data is transferred outside of the UK
- Objecting to decisions based solely on automated decision-making or profiling. The school **does not use** automated decision-making and/or profiling in any of its processes and procedures
- Preventing processing that is likely to cause damage or distress
- Receiving notification of a data breach (in certain circumstances)

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- Complaining to the ICO

For more information about your data subject rights, please see [Individual rights - guidance and resources](#)
[ICO](#)

Your Duty to Inform us of Changes

It is important that the personal information we hold about your child is accurate and current. Please keep us informed if your child's personal information changes during their time with us.

Subject Access Requests (SAR)

Under data protection legislation, pupils have the right to request access to information about them that we hold. Personal data belongs to the data subject, and in the case of the personal data of a child regardless of their age the rights in relation to that personal data are theirs and not those of their parents. Parents, in most cases, do not have automatic rights to the personal data of their child.

However, there are circumstances where a parent can request the personal data of their child without requiring the consent of the child. This will depend on the maturity of the child and whether the School is confident that the child can understand their rights. Generally, in the UK, where a child is under 12 years of age, they are deemed not to be sufficiently mature as to understand their rights of access and a parent may request access to their personal data on their behalf. The School will then determine whether, in their opinion, the pupil is mature enough to understand their rights and act accordingly.

If you would like to make a SAR in relation to your child's personal data, it would be helpful if you made this in writing to the School, to include:

- your name and contact address
- name and year group of the pupil
- email address and telephone number
- details of the information you require.

Clarification and "Stopping the Clock"

Where a Subject Access Request is unclear or requires further detail, the School may request clarification from the requester. During this clarification period, the statutory time limit for responding will be paused ("stopped") until the required information is received.

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For more information about making a SAR, please see [Getting copies of your information \(SAR\) | ICO](#)

Reasonable and Proportionate Searches

When responding to Subject Access Requests, the School will conduct reasonable and proportionate searches in accordance with the standards set out in the Data Use and Access Act 2025. Under this proportionality requirement, the School is not obliged to provide copies of information that the requester already possesses or can already access. The School will, however, acknowledge that such information is held and explain why it is not being re issued.

A helpful '**Guide to Making A Subject Access Request**' is available from the School office, or as a download from the School website. It **is not** mandatory to make a Subject Access Request using the form. It will, however, assist you in structuring your SAR to provide the information necessary for us to action your request without delay.

Fulfilling A Subject Access Request

The legal time frame for the School to respond to a Subject Access Request is one calendar month from receipt of a '**valid**' SAR.

A SAR is only considered '**valid**' when we are fully satisfied regarding the identity of the requester and their entitlement to the data requested. If in any doubt we will request confirmation of identity to ensure your personal data is not inadvertently released to a third party who is not entitled to it.

Given that the School has limited staff resources outside of term time, we encourage parents/carers to submit Subject Access Requests during term time and, where possible, to avoid sending a request during periods when the School is closed or about to close for the holidays. This will help us respond to your request as promptly as possible.

If the SAR is complex or numerous, the period in which we must respond may be extended by a further two months. You will be notified of any delays in actioning the SAR and provided with a timeframe in which you can expect to receive the requested data.

Fees

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You will **not** have to pay a fee to access your personal information (or to exercise any of your other data subject rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

For further information about how we handle Subject Access Requests, please see our ***Subject Access Request Policy and Procedure***

Exercising Other Data Subject Rights

If you wish to review, verify, correct, or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the school in the first instance (details below).

The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher (details below).

Once we receive notification that you have withdrawn your consent, we will no longer process your information for the purpose (s) you originally agreed to, unless we have another legitimate legal basis to do so.

16. Data Protection Complaints Process

Under the Data (Use and Access) Act 2025, individuals now have the right to raise a data-protection complaint directly with the School before contacting the Information Commission (ICO). A formal complaints process must be in place by 19 June 2026. In the meantime, if you wish to raise a concern about the handling of your personal data, you may contact the School directly, clearly stating the nature of the complaint and the desired resolution. For more information, please see here: [How to make a data protection complaint to an organisation | ICO](#)

School Contact Details

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Data Controller: Cippenham Nursery School, St Andrew's Way, Cippenham, Slough, SL1 5NL.

Data Controller's Representative: Nisha Gill, Headteacher. Email: head@cns.slough.sch.uk

Data Protection Officer: Dee Whitmore. Email: dposervice@Schoolspeople.co.uk

17. Changes to this Privacy Notice

This Notice will be reviewed on a yearly basis or as necessary in relation to changes in Data Protection legislation.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: May 2018

Last update: May 2026

Review Date: May 2027

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data, they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

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