



St. George's School
incorporating **Little Steps Nursery School**
28-30 Priory Road
Dunstable, LU5 4HR

Principal: Patricia Plater
Head Teacher: Ellie Graham
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Little Steps
Nursery School

PRIVACY NOTICE

This privacy notice explains what personal data we collect, why we collect it and how we use it.

PUPIL INFORMATION COLLECTED:

- Personal identifiers (such as name, date of birth, address, health and medical needs, ethnicity).
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs
- Medical administration (such as doctor and dentist details, allergies and dietary requirements)
- Attendance (sessions attended, number of absences and absence reasons)
- Assessment and attainment (assessment results, SATS etc)
- Parent information (such as contact numbers, e-mail addresses and emergency contact numbers. National Insurance numbers will be collected for nursery funded children)

WHY WE COLLECT AND USE PUPIL INFORMATION:

The personal data collected about you and your child is essential in order for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To keep children safe (food allergies and medical conditions)
- To meet the statutory duties placed upon us
- To contact parents in case on an emergency
- To process nursery funding claims (where applicable)

We obtain pupil information via registration forms when a child joins us. If the

child is transferring from another school, we are sent a secure file containing relevant information.

HOW LONG IS DATA STORED FOR?

Personal data relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

WHO WE SHARE PUPIL INFORMATION WITH:

Pupil information is shared as required with the following:

- School that a pupil attends after leaving us
- Local authority (where nursery funding is applicable)
- The governments eligibility checker (where 30 hours nursery funding is applicable)
- The Department for Education (DfE)

We will also share your data if:

- We are legally required to do so (eg, by a court order)
- We need to enforce the terms and conditions of your contract with us
- To protect your child or other children (eg. Social services, police)

We will never share your data with any other organisations to use for their own purpose.

REQUESTING ACCESS TO YOUR PERSONAL DATA:

Under GDPR, parents and pupils have the right to request access to information about them that we hold. You also have the right to:

- Be informed how the school uses your personal data
- Request that your personal data is amended if it is inaccurate or incomplete

- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted.

If you have any concerns about the way we are collecting or using your personal data, please contact the school in the first instance or directly to the Information Commissioner's Office (ICO).

If you would like to discuss anything in the privacy notice, please phone or e-mail the school. 01582 661471/ info@stgeorgesdunstable.co.uk