



Privacy Notice for Parents/Carers

Valid From: February 2025

Next review due: Summer 2026

Under data protection law, 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 we collect, store and use personal data about **children**.

We, The Wharf Nursery School, Woolsack Way, Godalming, GU7 1JG, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Rachel Dunnage (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about children includes, but is not restricted to:

- Personal identifiers, contact details, contact preferences, date of birth, identification documents
- Results of internal and external assessments
- Child and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Suspension and exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about children that we have received from other organisations, including other nurseries / schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support child learning
- Monitor and report on child progress
- Provide appropriate pastoral care
- Protect child welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use children's personal data when the law allows us to. Under the UK General Data protection regulation (UKGDPR), the lawful bases we most commonly rely on for processing information are when:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process children's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use children's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using children's personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil and parent/carers data via several means e.g. admissions forms, Common Transfer Files (CTF), secure file transfer from a previous school

While the majority of information we collect about children is mandatory, there is some information that can be provided voluntarily.

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

How we store this data

We keep personal information about children while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Retention Schedule, which forms part of our Information Management policy, sets out how long we keep information about children. If you would like to request a copy of our Records Retention schedule, please contact our bursar via the school office.

Data sharing

We do not share information about children with any third party 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 parents, carers and/or pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet our legal obligations to share certain information with it.
- The child's family and representatives – to ensure consistent care and education of the child.
- Educators and other childcare and educational establishments – to enable them to provide services to our school
- Schools that the pupils attend after leaving us
- School Nurse
- Our regulator, Ofsted – to meet our legal obligations to share certain information with it.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable them to provide services to our school
- Central and local government, including Surrey County Council Early Years – to meet our legal obligations to share certain information with them
- Our auditors - to meet our legal obligations to share information with them
- Health authorities – when it concerns the health of a child / children
- Health and social welfare organisations - to enable them to provide services to our school
- Professional advisers and consultants - to enable them to provide services to our school
- Charities and voluntary organisations – to support the welfare of a child
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them
- Professional bodies - to enable them to provide services to our school

How Government uses pupils' data

Some of the information about pupils that we lawfully share with the Department for Education (DfE) through data collections is used:

- to calculate our school funding, which changes according to the numbers of children and their characteristics in each school this information is collected annually through the school census which we are required to complete under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- for education policy monitoring and judging how well schools are doing and if they need additional help

- for research and monitoring of the government's educational policy (e.g. how pupil subject choices go on to affect what they study or earn after school)

Data collection requirements

- To find out more about the data collection requirements placed on us by the Department for Education go to www.gov.uk/education/data-collection-and-censuses-for-schools. All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

National Pupil Database

We are required to provide information about children to the Department for Education as part of statutory data collections such as the school census and Early Years 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.

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.

Sharing by the Department for Education

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.

How to find out what personal information the DfE holds 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
- for 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](#). You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and children's rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our bursar.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact our school bursar, via the school office.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Where we are processing your personal data with your consent, you have the right to withdraw that consent.

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Updates to this Notice

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in February 2025.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **Rachel Dunnage** **DPO@godalminglearning.org.uk**

This notice is based on the [Department for Education's model privacy notice](#) (Aug 2024), amended for parents and to reflect the way we use data in this school.