

Grosvenor Nursery School and Day Care Centre

Privacy Notice 2026-2027

How we use pupil information

Grosvenor Nursery School and Day Care Centre is committed to protecting the personal data of children, parents/carers, staff, and visitors. We ensure that all personal data is collected, stored, used, and shared in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. [gov.uk]

Under data protection law (GDPR), 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' to individuals where we are processing their personal data.

We recognise that good data protection practices are essential to maintaining trust and ensuring that information is handled fairly, lawfully, transparently and securely

We, Grosvenor Nursery School and Day Care Centre, are the 'data controller' for the purposes of data protection law.

The categories of pupil information that we process include:

We collect and process personal information about children including:

- Name
- Date of birth
- Home address
- Gender
- NHS number (where appropriate)
- Ethnicity
- Language(s) spoken
- Nationality (where required)
- Funding eligibility
- Free Early Education Entitlement information
- Parent/carer contact details
- Emergency contacts
- Attendance records
- Learning and development records
- EYFS observations and assessments
- SEND information
- Education, Health and Care Plans (EHCPs), where applicable
- Behaviour records
- Safeguarding information
- Accident and incident records

- Medication records
- Medical conditions
- Allergies and dietary requirements
- Health visitor or other professional reports (where shared appropriately)
- Photographs and videos (where consent has been given)

This list is not exhaustive and may be added to.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) to contact parents/carers to support their child
- h) protect pupil welfare
- i) administer admissions waiting lists
- j) to comply with the law regarding data sharing

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

- a) For the purposes of supporting pupil learning in accordance with the legal basis of executing a public task
- b) For the purposes of monitoring and reporting on pupil attainment progress in accordance with the legal basis of performing a legal obligation
- c) For the purpose of providing appropriate pastoral care in accordance with the legal basis of executing a public task and maintaining vital interests
- d) For the purpose of assessing the quality of our service in accordance with the legal obligation of performing a public task
- e) For the purpose of keeping children safe in accordance with the legal basis of maintaining vital interests and of performing a legal obligation
- f) For the purpose of meeting the statutory duties placed upon us for DfE data collections with the legal basis of performing a legal obligation

We process personal data under Article 6 (c) and (e) of the UK GDPR, as required by education law including the Education Act 1996 and associated regulations. Where we process special category data, we rely on Article 9(2)(g) and Schedule 1 of the Data Protection Act 2018.

How we collect pupil/parent/carer information

We collect pupil/parent/carer information via admissions forms at the start of the year or starting at this school; Common Transfer File (CTF); secure file transfer from other agencies such as health, Social Care, other schools.

We check that the data we have stored on our system is correct at the start of every academic year (September). We include regular reminders on our monthly Newsletter about keeping your contact details up to date.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. Nursery age children do not legally have to be in school so any information provided about pupils by parents/carers is done so voluntarily or to comply with performing a legal obligation or as part of a contract.

In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

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Our legal basis for using this data

We only collect and use parent/carer personal data when the law allows us to. Most commonly, we process it where:

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

Where we have obtained consent to parents/carers 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. Please note that where consent has been given for photographs to appear on the school's social media, if consent is withdrawn the school will take all reasonable measures to remove photographs but it will be impossible to delete all photographs in the public domain.

Storing pupil/parent/carer data

We hold pupil/parent/carer data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask at the office. Paper documents are stored in locked cupboards within the building.

Who we share pupil information with

We routinely share pupil information with:

- schools and settings that the pupils attend after leaving us
- our local authority or other local authorities (where applicable)
- the Department for Education (DfE)
- those with Parental Responsibility for the child
- health professionals
- Social Care/Safeguarding Teams
- educational providers who work with us in Nursery
- Our regulator – Ofsted
- Professional advisers and consultants – where they are supporting school improvement
- Police forces, courts, tribunals – to assist them discharging their legal duties

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. When sharing this information we do so via secure electronic transfers which are then stored securely in the receivers setting – see earlier for secure transfer of information.

Department for Education (DfE)

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 for the purpose of those data collections, under: section 3 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.

For privacy information on the data the Department for Education collects and uses, please see : <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

Requesting access to your personal data

The UK GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact our office administrator who will check with their data protection officer.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Last updated

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 on 29th June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact Angela Ryder (Administrator) within our school office on 01204 337343 or our Data Protection Officer Jan Robinson via the school office (office@grosvenor.bolton.sch.uk)

How Government uses your data

The pupil data that we lawfully share with the Department for Education (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)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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 the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>