

# Privacy Notice



## Privacy Notice (How we use children's information)

The Children's Respite Trust processes personal information about its children and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about your child from their previous setting.

The categories of child level information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessments information
- Medical information
- Diagnosis information

## Why we collect and use this information?

**We use the children's data:** *to support children's learning to monitor and report on children's progress to provide appropriate pastoral care to assess the quality of our services to comply with the law regarding data sharing*

## The lawful basis on which we use this information

We collect and use children's information under the following lawful bases:

- Article 6(1)(e) of the UK GDPR: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- Article 9(2)(g) of the UK GDPR: Processing of special category data is necessary for reasons of substantial public interest, based on UK law.

## Collecting children's information

Whilst the majority of child level information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain child level information to us or if you have a choice in this.

## Storing children's data

We hold children's data for six years after the child has left the Children's Respite Trust services.

Data stored electronically will be saved within a hybrid solution across the Trust. We use OneDrive and Family Platform to store information. All are appropriately backed up. The contract with these providers contains the necessary provisions to ensure the security of personal data. All data is backed up and measures are in place to protect the data from cyberattacks and ransomware.

Personal data may be transferred to other countries if, for example, your child is relocating to a different country and joining a new setting abroad your details may be transferred as a part of this process. Appropriate steps will be taken to keep the data secure

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## Who we share children's information with

We routinely share children's information with:

- Settings/schools that the children attend after leaving us
- Our local authority, East Sussex County Council (ESCC)
- A child's home local authority (if different)
- the Department for Education (DfE)
- Health visitors
- School payment scheme providers
- Send Early Years Team

**From time to time, we may also share your information with other third parties including the following:**

- the Police and law enforcement agencies.
- health professionals including the School Nurse, Health Visitor, Educational Psychologist, Occupational Therapist, Speech and Language, etc.
- Education Welfare Officers.
- Courts, if ordered to do so.
- Social Care and other external agencies
- Prevent teams in accordance with the Prevent Duty on schools.
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances.
- our HR providers, for example, if we are seeking HR advice and children are involved in an issue.
- our legal advisors.
- the Risk Protection Arrangement.

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches. In the event that we share personal data about you with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

## Why we share children's information

We do not share information about our children's without consent unless the law and our policies allow us to do so.

We share children's' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the settings funding and educational attainment policy and monitoring.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years census) goes to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about children 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.

We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

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

The department may share information about our children from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

### Who is requesting the data?

The purpose for which the data is required, the level and sensitivity of the data requested, and the arrangements in place to store and handle the data. To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided children information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Michelle Hulse or Gavin Fisher – [info@crtcharity.org](mailto:info@crtcharity.org)

### You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

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- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

## Additional Information for GDPR Compliance

We may also collect and process information about family members, such as names, contact details, and relevant safeguarding or health information, where necessary to support the child's care and wellbeing.

Children have rights under data protection law in their own capacity. Where appropriate, we will ensure that children are informed of their rights and can exercise them, particularly if they are aged 13 or older and capable of understanding.

We do not make decisions about children using automated means.

Where we process sensitive data or implement new technologies, we conduct Data Protection Impact Assessments (DPIAs) to ensure risks are identified and mitigated.

Where data is transferred outside the UK, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses or adequacy decisions, to protect the personal data during international transfers.

## Data Protection Officer

C.E.O – Gavin Fisher

Address: Children's Respite Trust, 140a high street, Uckfield, TN22 1 QR

Tel: 01825 817417

Email: [info@crtcharity.org](mailto:info@crtcharity.org)

This policy was adopted by: Michelle Hulse	Date: 16/07/2025
To be reviewed: July 2026	Signed: 