

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

<b>Title of Process</b>	<b>School and nursery admissions and exclusions</b>
<b>Why does the Council process personal data?</b>	<p>Personal data is used for the purposes of:</p> <ul style="list-style-type: none"> <li>● enrolling children and young people into nursery and school, and monitoring and recording attendance</li> <li>● monitoring and recording exclusions from school</li> <li>● enrolling children into a partner nursery, playgroup, or childminder</li> <li>● managing children wishing to be deferred from nursery or start primary school earlier than expected</li> <li>● monitoring and recording of numbers in terms of local and national census</li> <li>● general data analysis</li> <li>● recording the names of childminders and localities of those in partnership to let us see what areas require this service (gaps in provision)</li> </ul>
<b>What personal data is used?</b>	<p>Personal data is held about:</p> <p>Children (0-5 years) accessing a partner nursery or playgroup  Children (Eligible 2 year olds and 3-5 year olds) accessing a partner childminder  Children wishing to be deferred for another year or start school early  Parents of the children accessing the provision (for both) – emergency contact details  Childminders details providing this provision  Children and young people at school and nursery  Parents and carers of children and young people at school and nursery</p>

	<p>Personal data includes:</p> <p>Child's: name; date of birth; ethnicity; nationality; religion; main language spoken at home; address; telephone; email address; medical details; details of disabilities; dietary requirements; asylum status; permission for photos and videos</p> <p>Parents/carers': names; occupations; telephone; email address</p> <p>Deferred Applications: supporting evidence Early Entry: supporting evidence</p> <p>Parents: name, address, telephone, email address (emergency contact details) Childminders: name, address, telephone, email address</p> <p>If applying as an Eligible 2 year olds: proof of various documents: WFTC; Birth Certificate (of child); household utility bill etc.</p> <p>Some special category data may be processed: Health (physical or mental), Racial or ethnic origin, Religious or philosophical beliefs.</p>
<p><b>What makes it lawful for the Council to process this personal data?</b></p>	<p>We process personal data in order to comply with our statutory obligations in relation to the education of children. The Council has a duty to provide free early learning and childcare to children (2-5 years old) and to provide full-time education for children aged 5-16.</p> <p>We also process personal data in order to perform a "public task" in the public interest, and to comply with contracts for service delivery with partner nurseries and playgroups as well as child minders.</p>
<p><b>Where does the Council obtain personal data from?</b></p>	<p>School enrolment form completed by parents/carers.</p> <p>Nursery Application Form Deferred Entry Form Early Entry Form Parents applying for a nursery / child minder placement Childminders / SCMA / Care Inspectorate</p> <p>From different organisations: if a pupil moves to a different Authority their data on the Nursery Admissions Management System (NAMs)/SEEMIs can be transferred providing the other authority uses this</p>

	<p>system. This will relate only to the nurseries or playgroups.</p> <p>Child minders do not have access to NAMS. They send the application form (Eligible 2 year olds) to the Council via the Scottish Childminding Association (SCMA). We then authorise and send back to SCMA for them to then process and liaise with the child minder.</p> <p>For Deferred or Early Entry Forms – these will be sent from the partner settings</p>
<b>Where does the Council keep personal data?</b>	<p>Data is held securely in NAMS and Seemis. Only staff with certain profiles can see certain pieces of data (eg Pupil Support Coordinators).</p> <p>Paper copies are also kept.</p> <p>SCMA will have an agreement with individual partner child minders regarding their data policy</p> <p>Details on the childminders and children accessing their funded provision with them is kept electronically on the council network.</p>
<b>How long does the Council keep personal data?</b>	<p>Paper copies are destroyed 5 years after pupils leave school.</p> <p>NAMS retains until child moves onto school where it is then forwarded automatically to SEEMIs</p> <p>Data Protection legislation says that personal data should be kept no longer than is necessary for the purpose for which it was collected.</p>
<b>Who does the Council share personal data with?</b>	<p>In terms of Deferments / Early Entry – meeting is held with possible Lead Practitioner for Health</p> <p>SCMA regarding childminder information as well as children’s applications</p> <p>FIS (marketing purposes for child minders)</p>
<b>Who do I contact about my personal data?</b>	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council’s Data Protection Officer is Kevin O’Kane, Audit Manager.</p> <p>He can be contacted at: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA</p>

	Email: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a> Telephone: 01786 404040
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