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Head Teacher: Mrs Nichola Stewart

## **GDPR privacy notice for Parents/Carers, Visitors, Governors and Volunteers**

The Data Protection Officer (DPO) for Suffield Park Infant and Nursery School is Miss Lindsay Kerry. It is the DPO's duties to oversee that the staff at our Nursery and School are following General Data Protection Regulations (GDPR). Please use the contact details above if you have a question regarding GDPR.

### **The categories of other information that we collect, hold and share include:**

- Parents' and carers information (such as name, address, contact information, relationship to the child, involvement with volunteer groups or parents association).
- Visitor information (such as name, business, car registration, DBS certification, purpose of visit).
- Governors' information (such as name, address, contact information, business interests, financial interests and governance roles in other schools, DBS certification).
- Volunteers' information (such as name, address, contact information, DBS certification).

### **Why we collect and use this information**

**Parent/Carer** information is collected so that:

- We can communicate with you about your child (in relation to things such as education and attainment, health and well-being, attendance and behaviour).
- Send you important information about the school.
- Provide you with access to tools and services we use in schools (such as parent payment systems, communication applications).

**Visitor** information is collected so that:

- We have a record of who is and has been in the building, for health, safety and operational purposes.
- We know whether a visitor can be unaccompanied in areas where children are present.
- We have a record of official visits (such as inspections or maintenance).

**Governor** information is collected so that:

- We can communicate with Governors on school business.

- There is a public record of Governors and their business interests.
- To enable the trust/school to meet its obligations and legal duties in relation to publishing governance information on GIAS
- To provide transparency around governance arrangements
- To enable the trust/school and the DfE to identify, with ease, individuals who are involved in governance and who govern at more than one school or within more than one trust
- To enable the DfE, when required, to conduct checks on the suitability of governors
- To keep pupils safe.

**Volunteer** information is collected so that:

- We can communicate with you.
- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed.
- To keep pupils safe.
- Why you are volunteering (i.e. for work experience, part of a course, because you want to etc).

#### **The lawful basis on which we use this information**

- Parent/Carers information is processed in the public interest where it is related to their child's education. We may have a legal obligation to process data in certain processing activities and in some circumstances we will rely on consent as the lawful basis.
- Visitor information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety.
- Governor information is processed as a task in the public interest. For the purpose of keeping pupils safe, in accordance with part three of Keeping Children Safe in Education 2018. [Maintained schools] Governing bodies, under section 538 of the Education Act 1996, have a legal duty to provide the governance information as detailed above.
- Volunteer information is processed as a task in the public interest where it relates to school operations. For the purpose of keeping pupils safe, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

#### **Collecting this information**

- Parents/Carers/Governors/Volunteers: whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.
- Visitors: As a visitor the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided.

### **Storing data**

- We hold your personal information securely for the set amount of time shown in the school's **Records Management Policy**

### **Who we share this information with**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We do share this information with:

- Parents/Carers: we will share your information with members of staff, other agencies and, where you have agreed, with third-party processors who provide services to the school
- Visitors: your information will not be shared unless requested by an external agency in the course of a health and safety incident or in the investigation of a crime.
- Governors: we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website.
- Volunteers: Tutors if you are on work experience or completing a course.

### **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Miss Lindsay Kerry (DPO).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

- Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.
- If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**.
- You can raise a concern with the Information Commissioner's Office (ICO).

**How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Miss Lindsay Kerry. If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK [website](#), or ask for a copy of our **Data Protection Policy** and **Records Management Policy**.