

Suffield Park Infant and Nursery School,
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GDPR Privacy Notice for Pupils and their Families

Updated March 2021

On the last page, there is a reply slip for you to complete and return to say you have received your copy of this Privacy Notice. Thank you.

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).

How we use Pupil and their Families information:

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

- Personal information e.g. name, gender, date of birth, unique pupil number, address, contact details, telephone numbers, email addresses, next of kin, emergency contacts.
- Photographs, video clips, children's work such as the children working, children showing their work, assembly, taking part in an event etc. - consent sought separately for this.
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility, Pupil Premium.
- Information regarding specific things for a child - such as sleep routines, nappy changing etc.
- Health and medical information e.g. Special Educational Needs and Disability information, Doctors information, dietary requirement, allergies, medical conditions, medication, GP surgery, Education and Health Care Plan (EHCP), Personal Emergency Evacuation Plan (PEEP), medical careplan, intimate careplans, asthma careplans etc.
- Health and safety, including accident/incident whilst at Nursery/School or on a trip, first aid given and first aid slips written recording incident for parents and for our records etc.
- Safeguarding and Child Protection e.g. reports and disclosures, court orders and other professional involvement, CPOMS for record keeping etc.
- Attendance information e.g. sessions attended, number of absences, absence reasons, medical certificates, letters from healthcare professionals etc.
- Assessment information and education records e.g. Teacher assessment, education and behaviour support plans, Individual Education Plan (IEP), any relevant test and exam results (internal and external tests set), reports from other Educational professionals etc.
- Behavioural information e.g. achievements, observations, exclusions, behaviour reports, internal exclusions and detentions, any alternative provision in place etc.
- Catering e.g. informing the kitchen as to what the children are having for lunch, medical and food allergy information etc.
- CCTV footage - as there are cameras placed around school.
- Information about the use of our IT, communications and other systems, and other monitoring information etc.
- Reply slips returned from you e.g. trips and clubs, questionnaires, pupil/parental feedback etc.

- Covid-19 Pandemic - NHS Test and Trace, Public Health England etc. To allow the school to meet Government requirements on maintaining lists of close contacts, isolation requirements, closure of 'Bubbles', and identification and management of outbreaks. For further information on how the NHS use the Test and Trace data and requirements asked of us during the pandemic please see current Government guidelines.
- Note; this list is not exhaustive. Please speak to us if you have any further questions.

Why we collect and use this information

We use the data:

- To comply with the law regarding data sharing.
- To meet legal duties placed on us by the government.
- To enable the development of a comprehensive picture of the Nursery and School.
- To keep pupils safe and protecting pupils welfare, including Safeguarding.
- To monitor, assess and support pupil's learning and progress.
- To monitor, assess and report on pupil attainment e.g. EYFS, Phonics Screen, End of Key Stage One etc.
- To monitor attendance.
- To monitor behaviour.
- To provide appropriate educational, pastoral and medical care to our pupils.
- To monitor the use of the School's IT and communications systems in accordance with the School's Online Safety policy.
- To contact parents/carers regarding their children and about school events.
- To contact another named adults on the contact list for the child e.g. child unwell, had an accident etc.
- To assess the quality of our services.
- To promote the school in the wider community.
- Completing the School Census.
- Ensuring the safe day-to-day running of the setting for Pupils, their Families, Staff, Governors, Volunteers and Visitors.
- To support Test and Trace during the Covid-19 Pandemic and any other requirements required of us to support this.

The lawful basis on which we use this information

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- Article 6 of the GDPR (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests).
- Article 9 of the GDPR where the data processed is 'special category' data where the lawful basis is legal obligation or public task.
- Some of the reasons for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.
- We collect and use pupil information under a task performed in the public interest where it relates to a child's educational progression.
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support children with medical conditions)
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school.

- Children and Families Act 2014 includes a duty on schools to support children with medical conditions.
- The Equality Act 2010 (England, Scotland and Wales) requires you to make reasonable adjustments to ensure that children and young people with a disability are not put at a substantial disadvantage compared with their peers.
- Section 3 of the Children Act 1989 places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child.
- Education Act 1996, relating to attendance at school.

Collecting information

- Whilst most of the 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 information to us or if you have a choice in this.
- Some of the ways in which we collect information is through:
- Admission forms.
- Registration forms Common Transfer File (CTF) from your previous school.
- Child protection plans and Safeguarding files.
- Information provided to us from GP, Hospital, other Healthcare professionals etc.
- Medical forms you have completed for us.
- Questionnaires, feedback forms and updating details forms.
- Information from websites we use to support learning e.g. Tapestry, Maths Whizz etc.

Storing data

- We hold your personal information securely for the set amount of time shown in the school's **Records Management Policy**.
- Your information is only stored and used for the purposes directly relevant to your child/family.
- We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share information with: -

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Ofsted.
- Our Local Authority.
- Other Schools that pupils have attended/will attend.
- The Staff at our Nursery and School.
- NHS - which could include Health Visitors, Speech and Language, vaccinations, test and trace Covid-19 pandemic etc.
- Safeguarding and Welfare services such as social services, Early Help Hub, CAHMS etc.
- We may need to share your information as a result of a health and safety incident or in the investigation of a crime.
- Law enforcement officials such as police, HMRC etc.
- Professional Services e.g. counselling services, EPSS Team (Educational Psychology & Specialist Support), Short Stay School, EHCP coordinator (Education Health Care Plan) etc.
- Support services including insurance, IT support, information security etc.

- Information between home schools and Specialist resources Bases (SRB) - this is relevant if your attends our SRB or an SRB at another school.
- Websites designed to support learning and assessment e.g. Maths Whizz, Tapestry etc.
- Parent Support Advisor
- Note; this list is not exhaustive. Please speak to us if you have any further questions.
- The recipient of the information is bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

Why we share information

- We do not share information with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

The National Pupil Database (NPD):

- The NPD is owned and managed by the DfE and contains information about pupils in schools in England - it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE. Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.
- You can find out more about the NPD by following this link:
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the DfE

- The DfE is legally allowed to share pupils' personal information with certain third parties, including the following: Schools, Local Authorities, Researchers, Organisations connected with promoting the education or wellbeing of pupils, other government departments and agencies, Organisations fighting or identifying crime.
- Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.
- For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>
- To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How to find out what personal information the DfE holds about you

- Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE: If it processes your personal data. For a description of the data it holds about you. The reasons it is holding your data and any recipient it may be disclosed to. For a copy of your personal data and any details of its source.

- To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- You can also contact the DfE directly using its online contact form by following this link:
<https://www.gov.uk/contact-dfe>

What are your rights?

Parents/Carers and pupils have the following rights in relation to the processing of their personal data.

You have 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 is 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.

How to withdraw consent and lodge complaints

- If you need to withdraw consent or are unhappy with how the Nursery/School collects or uses your personal data, you should let us know in the first instance by contacting Miss Lindsay Kerry (DPO).
- You can raise a concern with the Information Commissioner's Office (ICO)
<https://ico.org.uk/concerns/>

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**.

Suffield Park Infant and Nursery School will not share your personal information with any third parties without your consent, unless the law allows us to do so. Here is a list of Third Parties we might share information with if you have given consent for us to do so or you have signed up yourself:

- Maths Whizz
- Class Dojo
- Tapestry
- Tempest Photography
- Cool Milk
- Rock Steady
- Mad Science

If you have any trouble reading this form or require support please talk to your child's Teacher or Keyworker, or contact Miss Lindsay Kerry (DPO).

Please complete the reply slip overleaf. Thank you.

To be returned to School or Nursery please.

I, _____ parent of _____

have received my copy of the Privacy notice.

I am aware that Miss Lindsay Kerry is the Data Protection Officer and that I can speak to her if I have any questions regarding the use and sharing of data at Suffield Park Infant and Nursery School.

Signature _____

Date _____