

Suffield Park Infant and Nursery School,  
Mill Road,  
Cromer,  
Norfolk,  
NR27 0AD

Head Teacher: Mrs Nichola Stewart

Tel: 01263 513296 (School) School Email: [office@suffieldpark.norfolk.sch.uk](mailto:office@suffieldpark.norfolk.sch.uk)

Nursery Manager: Mrs Hayley Powell

Tel: 01263 519325 (Nursery) Nursery Email: [nursery@suffieldpark.norfolk.sch.uk](mailto:nursery@suffieldpark.norfolk.sch.uk)

Website: [www.suffieldparkinfantschool.co.uk](http://www.suffieldparkinfantschool.co.uk)



## **GDPR Privacy Notice for Visitors and Volunteers**

**Updated March 2021**

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).

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

- Personal information e.g. name, date of birth, address, contact details, phone numbers, email addresses, next of kin, emergency contacts, ID requirements.
- Special categories of data including characteristics information e.g. gender, race, ethnicity, religious beliefs, sexual orientation etc. We may collect some information on this.
- Medical information e.g. medical conditions, allergies, medication, GP surgery etc.
- Individual risk assessments if needed e.g. pregnancy, result of a pandemic, health condition etc.
- DBS checking information if required.
- Employment information e.g. employment history, employment checks etc. if required.
- Attendance information e.g. number of absences, absence reasons, medical certificates, letters from healthcare professionals etc. if required.
- Health and safety e.g. accident/ incident whilst at Nursery/School, on an educational visit etc.
- Covid-19 Lateral flow-testing results - if appropriate.
- 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.
- 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.
- Signing in book e.g. name, dates, times, business, car registration, purpose of visit, who you are visiting etc.
- Note; this list is not exhaustive. Please speak to us if you have any further questions.

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

- To comply with the law regarding data sharing.
- To meet legal duties placed on us by the government.
- Facilitate safe recruitment of Volunteers e.g. DBS checks.
- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed.
- To know why you are volunteering (i.e. for work experience, part of a course/placement, because you want to etc.) and to be able to complete any paperwork and tasks relating to this.

- To contact and communicate with you.
- Ensuring the safe day-to-day running of the setting for Pupils, their Families, Staff, Governors, Volunteers and Visitors.
- To have a record of who is and has been in the building, for health, safety and operational purposes.
- To know whether a visitor can be unaccompanied by a member of Staff in areas where children are present.
- To monitor the use of the School's IT and communications systems in accordance with the School's Online Safety policy.
- To have a record of official visits (such as inspections or maintenance).
- Provide references on request.
- Completing the School Census.
- 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.
- 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.
- 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**

- 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:
- Signing in/out book.
- Contact/Application forms.
- Information provided by DBS checks.
- Information provided to us by your employer.
- 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.

### **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 visit to the School/Nursery.
- 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.

### **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.

- The DfE - to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- We may need to share your information as a result of a health and safety incident or in the investigation of a crime.
- Volunteers: With Tutors if you are on work experience or completing a course.
- Your family or representatives- to carry out our public task in the event of an emergency.
- Other staff members and Governors- to carry out our public tasks, for example having access to contact details so that information can be shared effectively.
- Our regulator Ofsted, in order to comply with our public task.
- NHS Test and Trace Programme during COVID-19 Pandemic.
- 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.

### **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.

### **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 (DPO). 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**.