

LOW HILL NURSERY SCHOOL

Jenks Avenue, Low Hill, Wolverhampton. WV10 9JN Tel. 558124 Fax. 551800

Email: lowhillnurseryschool@wolverhampton.gov.uk

Website: www.lowhillnursery.co.uk

Mrs Gill Owen
Headteacher



Privacy Notice

June 2018

Data Controller Low Hill Nursery School

**Data Protection
Registration Number** ZA143545

**Data Protection
Officer** Mrs Pauline Mitchell

**To access information
held about you** Post: Low Hill Nursery School, Jenks Avenue
Low Hill
Wolverhampton
WV10 9JN

Telephone: 01902 558124

Email: lowhillnurseryschool@wolverhampton.gov.uk

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1. Overview

Low Hill Nursery School is the Data Controller of the personal information that the school collects, holds and processes. This means that the school determines the purposes for which, and the manner in which, any personal data relating to pupils, their families and employees of the school is to be processed.

Under data protection law, individuals have the right to be informed about what information the school collects about them and how it is used. This privacy notice tells you what to expect when the school processes your personal information, how it is used, shared and held.

2. Why we process data

Your privacy is important to us and we are committed to handling your personal data in accordance with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation.

We collect and use your personal data and that of your child (children) for several reasons, dependent on how you interact with the school;

Some of the reasons will be to comply with the law/statutory obligations such as section 537A of the Education Act 1996, and section 83 of the Children Act 1989; These will be to:

- Provide education and support pupils teaching and learning
- Report to national and government bodies on education attainment, standards and progress.
- To provide appropriate pastoral care
- To assess the quality of our services and how well the school is doing
- To keep children safe
- To apply for additional funding ie Pupil Premium, Terrific For Twos
- For communication purposes

Some of the reasons will be to provide a range of services to pupils and their families and those who are involved with our school. Update our contact records

- maintaining our own accounts and records
- provision of education

- being involved in the application for funding benefits and grants for pupils
- contribute to intervention work or social care work
- Understand what we can do for you and inform you of other relevant services and benefits the school has to offer

Some of the reasons will be because you have signed up to receive a service the school has offered, or you have given your consent for us to use your details.

Carrying out surveys and getting your opinion on what we do

- Send you text messages and emails about the events in the school
- Gathering photographic evidence of your child's learning

3. Categories of Data the school collects

We will need to collect your personal or special category data of a more sensitive nature, to deliver some of the statutory (required by law) and non-statutory services (where you have consented to) that the school provides.

No more information will be collected than is required to deliver that service.

Types of personal and special category (sensitive personal) information we collect about you may include:

- personal details (name, gender, date of birth, unique pupil number and address)
- Identification numbers (e.g. unique pupil number, NHS number, NI Number)
- Characteristics – such as ethnicity, language, nationality, country of birth and free school eligibility.
- Attendance information (such as sessions attended, number of absences and reasons for absence).
- Behavioral information
- Medical conditions
- SEND (special education needs and disabilities) information
- Photographs (for identification purposes, records management, attendance procedures and on-line learning journeys)
- Photographs and Video – used within the school to support the curriculum
- Photographs and Video - for our website, publicity and other media purposes
- social care needs
- racial or ethnic origin
- religious or other beliefs of a similar nature

Equalities information

The school may use the following information for statistical reasons about the population of the city and the take up of school services by various groups:

- ethnic background
- first language
- gender
- age

This is to help comply with our legal obligations and to plan the provision of future services and be inclusive for everyone. Such analysis will not identify individual nor will it have impact an individual's entitlement to organisation services and facilities.

4. Who your data is shared with

The school is required to share pupils' data with other organisations where it is necessary to do so to comply with the law or where permitted under Data Protection legislation (Data Protection Act 2018) or the General Data Protection Regulation 2016/679).

Examples of third parties who we may share your information with include (but are not limited to):

- Department for Education (DfE)
- National Pupil Database (NPD) – which is owned and managed by the DfE
- Schools that our pupils go on to attend after leaving us
- Agencies that are prescribed by law – for example – social services, early help, NHS bodies, the police
- Our local authority – City of Wolverhampton Council and providers commissioned by the local authority
- Third parties:
Services4Schools, Elite Safety, Katie Paterson Play Therapist, Tracy Mayo Early Years Data Manager who are contracted to support the school

We do not share information about you unless the law allows us to or where you have provided your consent.

Sharing with the Department of Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information regarding the data collection requirements placed on us by the DfE, go to <https://www.gov.uk/topic/schools-colleges-childrens-services/data-collection-statistical-returns>

For more information on how the DfE processes <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Sharing with other agencies

The school puts agreements in place with partners we share with to ensure we all protect your data properly and are only sharing the minimum amount of data we need to provide you with a service.

Where we need to share sensitive or confidential information such as medical details, we will do so only with your permission or where we are legally required to for example information may be passed on to a medical professional in a medical emergency (to protect your child's vital interests).

We may share information with other agencies such as the local authority or Health bodies to prevent risk of harm to an individual, for example in the case of Safeguarding.

Your personal information may be shared with internal staff or with external partners and agencies involved in delivering services on our behalf that you have consented to using.

They will only have access to your information on a need to know basis, and your privacy and the security of the information is assessed when a new sharing partner is identified.

We may also share information with third party organisations such as insurers, solicitors who are acting on your behalf. This is usually done with your consent, unless there is a legal reason to share without your consent.

5. How we collect your data and from where

Face to face:	We may keep a record of your contact to assist in managing your queries and your child's education, health and wellbeing. Any such records that include any personal information will be kept securely.
Emails:	If you email us we may keep a record of your contact and your email address for our record keeping. We will not include any confidential information about you in any email we send to you unless sent securely or you have agreed to us contacting you with this information. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum.
On paper	You may complete assessment forms, admissions forms or request forms on paper that you send to us. You may write us letters and send these in on paper.
Online:	You may complete online forms. We have a privacy and cookies notice on our website here: www.lowhillnursery.co.uk As a part of the Terrific For Twos application process, Pupil Premium application and 30 hours application process we are required to use an online checking system
On systems	We may log any information you provide to us on a computer system to help us keep track of your request, or any actions we need to complete. We may add your information to systems where we are required to by laws.
From other sources	<p>We may receive information about you from other organisations such as:</p> <ul style="list-style-type: none">• Previous schools,• Examining bodies• Ofsted, Ombudsman and regulatory authorities• Local and central government - City of Wolverhampton Council or the DfE• Health bodies (NHS Trusts, GPs)• The Police• Other Local Authorities <p>We will receive information about you either for a legal reason or because you have asked for your information to be shared with the School. Information can be provided to us by any of the other formats described in this section. We may add this information to our systems to record and hold it as part of your record with us.</p>

6. How your data is held

Information which you have provided the school will be stored securely. It will be used for the purposes stated when the information was collected, and not reused for different purposes or sold on to others.

Your data will be placed on an appropriate system, such as the SIMS pupil database and used to register your child with the school to enable us to claim the necessary funding from the Local Authority, recording contact details and any medical problems that help us keep your child safe at nursery and any Special Needs to enable us to meet your child's educational needs. We may cross reference this data between systems the school holds and data that the local authority holds to keep your information as accurate and up to date as possible in line, with Data Protection best practice.

We will keep your information in line with legislation and guidance on records retention periods. We will not keep your information longer than it is needed. We will dispose of paper records or delete any electronic personal information in a secure way.

Sometimes we may ask you to complete assessments that result in an automated decision being made about you or your child, which could be seen as profiling. You can ask the school to explain the outcomes of any automated decisions made about you.

For example: Completing Pupil Premium application forms to enable the school to claim additional Government funding (for those pupils who are eligible) to help the school provide the best education and support for your child. Based on the information you give us a computer system will decide if you meet the criteria for the school to receive additional funding.

7. The School's responsibilities

Everyone working for the school has a legal duty to keep information about you confidential and secure, for specific purposes and only for as long as necessary.

Legislation and best practice guidance that we abide by is;

- Data Protection Act 2018
- General Data Protection Regulation 2016/679
- Human Rights Act 1998
- Caldicott Principles relating to confidentiality.
- British Standard and International Standard (BS/ISO) 15489-Records Management
- Lord Chancellors Code of Practice on Records Management

Where we share information with other bodies or agencies, we will ensure the confidentiality and security of your data. This will normally be done by having a contract and confidentiality clauses in place. We also carry out data privacy impact assessment each time we start a new project, to help us build in security and privacy to protect your information.

We do not share your data with private companies, unless they have a contract with the school to provide a service on behalf of the school. For example, a company who will conduct a survey on the school's behalf can only use the data we give them for our survey and they must delete it after the work has been done.

Classroom Monitor and 2Simple Software are used to enable us to record your child's progress, this information is deleted once your child leaves our Nursery.

For more detail on how we work within these guidelines please reference our Information governance policies here: www.lowhillnursery.co.uk

8. Your Data Rights

Under the Data Protection Act 2018 and General Data Protection Regulation 2016/679 you have rights of how your personal and special category (known as sensitive) information is used. Please see the Information Commissioners Office guidance on your rights here:

<https://ico.org.uk/for-the-public/>

- You have the right to be informed of how the school is processing your data. This Privacy Notice explains this. Where you have signed up to a school service which relies on your consent alone (i.e. the service is not covered by a statutory duty) you have the right to withdraw your consent.
- You have the right of access to the personal data held by the school. If you wish to access your personal data, or that of your child who attends the school, then a subject access request can be made. All requests for access must be made in writing to the school and sent either by post, email or handed in to the school office:

Post:	Mrs Pauline Mitchell, Data Protection Officer or Mrs Gill Owen Headteacher Low Hill Nursery School, Jenks Avenue, Low Hill, Wolverhampton, WV10 9JN
Email:	lowhillnurseryschool@wolverhampton.gov.uk

For further information about making a subject access request, please contact the school's Data Protection Officer Mrs Pauline Mitchell or the Headteacher Mrs Gill Owen on 01902 558124 or as above

9. Access non-personal school data

The school routinely publishes sets of non-personal data we hold. You may find what you are looking for on the Publication Scheme here: www.lowhillnursery.co.uk

If you have a different question, you can make a request for non-personal information that the school may hold under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004:

Post:	Mrs Pauline Mitchell, Data Protection Officer or Mrs Gill Owen Headteacher Low Hill Nursery School, Jenks Avenue, Low Hill, Wolverhampton, WV10 9JN
Telephone:	01902 558124
Email:	lowhillnurseryschool@wolverhampton.gov.uk

10. How to raise a complaint about information

If you have a complaint in relation to a request to see a copy of your records or a freedom of information request, please contact us in the first instance to request an internal review of our response.

- For Data Protection complaints, you can use the contact details from section 8 “Your Data Rights”.
- For Freedom of Information complaints, you can use the contact details from section 9 “Access non-personal school data”.

If you follow this procedure and are still not happy, you may wish to contact the Data Protection Officer for the school regarding your data protection complaint. Their role is to oversee and monitor the school’s data protection procedures and to ensure they are complaint with the General Data Protection Regulation and the Data Protection Act 2018.

Data Protection Complaints	
Post	City of Wolverhampton Council Civic Centre St Peter's Square Wolverhampton WV1 1SH
Telephone	01902 554498 or 01902 555516
Email	schoolsIG@wolverhampton.gov.uk

Alternatively, you can contact the UK’s information regulator, the Information Commissioner’s Office (ICO):

Data Protection or Freedom of Information/Environmental Information complaints	
Post:	The Information Commissioner's Office Wycliffe House Wilmslow Cheshire SK9 5AF
Telephone:	08456 306060
Email:	casework@ico.org.uk