Rowley View Nursery School
GDPR Privacy Notice For Children and Families

This Privacy Notice is for the use of children and families of Rowley View Nursery School in fulfilment of our responsibility as a Data Controller under Data Protection Law.

One of our duties under the regulations relates to being open and transparent and as part of this our Privacy Notice is designed to inform you about the way in which we use, collect, store and or share your information.

Personal data means data which relates to a living individual who can be identified.
The individual (known as the Data Subject) must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

Your information may be manually and/or digitally processed through our systems. We make sure our systems have appropriate security to meet the requirements of the General Data Protection Regulation and the Data Protection Act 2018 with regards to safe and secure storage of data. Our systems are only accessible by authorised staff and only to the extent they need in order to carry out their role.

Why do we collect and use personal information?
Without the information we collect and require or share, Rowley View Nursery School would not be able to provide you with the services or support for which we have contractual and legal obligations to deliver.

In particular, we will use information about you to: -

- Ensure the safety and wellbeing of those using and visiting our premises
- Fulfill our employment obligations
- Provide additional support where appropriate and necessary (e.g.1-2-1 teaching)
- Prevent and or Detect crime
- Keep parents informed
- Plan and develop appropriate educational activities and visits
- Provide education – including but not limited to: -
    - Pupil enrolment
    - Educational performance/records
    - Attendance
    - Safeguarding
    - Lesson planning
- Recruitment and management of employees and governors

Information we collect and use

- Name
- Contact details
- Date of birth
- Parent's names
- Next of Kin/Emergency Contacts
- Other Agencies involved

- Financial information
- Education records
- Health/medical information (special category data – please see below)
- Safeguarding records
- Educational needs records
- Employment / Staff Records

How we collect information

We will collect the information in several ways but not limited to: -

- Application forms
- Admission paperwork
- Email
- Online
- Directly from pupil/parent/carer
- Doctors
- NHS
- Local Authority
- Early Years Pupil Premium registration forms

Purpose for processing and lawful basis

The lawful basis under which we process your information and the linked reason for processing is: -

- Where processing is necessary for the performance of a contract to which you are a party, or in order to take steps before entering into a contract
- When processing your information is necessary to cooperate with and conform to UK law or another legal obligation to which the School is subject
- The purpose of processing is to carry out a task in the public interest or the exercise of official authority vested in the controller

We also process personal data about our children in care or those children to whom we provide services, and use these data to: -

- Support children and monitor their progress
- Provide appropriate support and pastoral care
- Assess how well the Local Authority services as a whole is doing

This information includes personal characteristics and details for the services we provide.

There may be occasions when we use and/or share your information in order to protect you or another individual and prevent serious harm.

In circumstance where none of the above lawful reasons apply we will only collect and use your information with your consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below).

The common instances when consent may be required include but are not limited to: -

- Capturing your child and his / her learning in a range of ways; for example, taking photographs, annotated conversations and celebrating achievements. These images may be displayed on classroom walls, on the website and / or included in the newsletter
- Taking part in activities such as day trips or sporting events where consent is required
- Sharing with third party support services which are not compulsory or essential but may provide a benefit

Special Category Data

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. The following information is classed as special category: -

- Race
- Ethnicity
- Political Opinion
- Religious or Philosophical Beliefs
- Trade Union Membership
- Genetic and Biometric Information
- Health
- Sexual Orientation

When using your information, we must make sure that we have a lawful reason to do so. The reasons the School will primarily use for the processing of your special category information are: -

- Where it is necessary in order for us to carry out our obligations and exercising specific rights of the school or of the data subject in relation to employment and social security and social protection law
- Necessary for reason of substantial public interest

In circumstances where none of the above lawful reasons apply we will only collect and use and or share your information with an appropriate legal and justified reason or your explicit and informed consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below).

Who we may share your information with

We only share information about you with carefully selected and monitored organisations or individuals and only share when there is a clear lawful basis which allows the sharing. Some examples of why we may use your information include, but are not limited to: -

- Report on census data to the DFE
- Assess your eligibility for 30-hour funding
- Assess your eligibility for Pupil Premium Funding

In order to provide effective education and care we may need to share your information with the following entities: -

- Care agencies
- Children's Social Care

- City/District/Borough Councils
- Department of Education
- Education providers
- Health agencies
- Housing Association
- Police

We are required to pass on some of this information (but not the names of individual children) to the Department for Children, Schools and Families (DCSF). The DCSF uses this information to help with policy development, LA performance management and funding and to assist with the development of good practice.

There may also be occasions when we will share your information with relevant third parties when required to do so by law.

All those with access to your information will do so under strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

Evidence of learning, progress and attainment
Your child's information, for example, photographs of group activities with other children may be captured as part of our role to provide parents with evidence of learning and progress in our 'Floor Books'. The Floor Books may contain images of your child playing or interacting with other children. Parents are strongly advised that these books are created and shared for personal use only and must not to be shared elsewhere or via social media as we must all respect the confidentiality and privacy of ALL children.

How long we will hold your information
Please see 'Retention Policy'

Your rights
You have the following rights with regard to your personal information: -

Right to be informed
You have the right to know the following: -

- What information we intend to collect
- Why we need your information
- The lawful basis under which we can process your information
- How we will process your information
- Whether we share your information
- Who we might share your information with
- Your rights until the law
- How long we will retain your information and how you can contact us

This Privacy Notice should have detailed all of the above but if for any reason you are dissatisfied with our stewardship of your information, you have the right to lodge a complaint with the Information Commissioners Office (ICO), contact details are provided below.

Access to your information

If you would like to know what information we hold and process about you, the category of information, who we share your information with, to ascertain the accuracy of the information and the criteria we apply in processing your information, you can make a request to us in writing.

To make either a subject access request or a freedom of information request (FOI); and to receive a copy of your personal information, please contact: -

Armela Patel
Rowley View Nursery School
149 Dangerfield Lane
Wednesbury
WS10 7RU
Telephone Number 0121 568 8168
Email: - apatel@alumwell-n.walsall.sch.uk

Please be aware we may need you to provide appropriate identification (photo identification and proof of address). We should respond to your request within 30 days of receipt but if the request is complex and more time is required we will inform you in writing.

Rectification of your information

If it is established that information we hold about you is incorrect, you have the right to request that we correct this information.

Erasure of your information

In cases where the information we hold about you is no longer required, in relation to the purpose for which it was collected and where there are no lawful grounds for holding your information, you can request an erasure of information.

The Right to Restrict Processing

You can restrict us from using your information if you believe the data is inaccurate or if there are no lawful grounds for using the information however you do not want us to delete the information. In addition, you can prevent us from deleting information we no longer use or need if you require it for a legal claim or defence. Following investigation, if it is determined that the right to restrict processing should not apply, the School will inform you of reasons for this before the restriction is lifted.

Right to Data Portability

If lawful basis for processing is performance of a contract or consent you have the right to request that information be transferred to another public authority or other controller. Your data portability request will have to be made in writing, we will assess your request in accordance with the

provisions of the GDPR to ascertain if your request is covered under the law. Our response will contain our decision regarding the viability of your request and asking you to choose between the following: -

- If you want the information handed to you
- If you would like the information transferred directly to the public authority or other controller

Right to Object

If you object to the School using your information in the ways detailed about we will cease to process your information unless we can show, there are legitimate reasons which override your interests.

Whether or not you have legitimate grounds to object to processing of your information, the School will respond to your request within one-month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

The School's Data Protection Officer (DPO) is Paul Withers. If you have any questions about your rights under the GDPR, how the School uses your information or you wish to make a complaint about how we have processed or utilised your data, Paul Withers will be able to help. How to contact our DPO: -

Contact Address:
Office of the DPO
Resources & Transformation
Civic Centre 3rd Floor (HR Suite)
Walsall Council
Darwall Street
Walsall
WS1 1TP
Email Address: Informationmgmt@walsall.gov.uk
Contact Telephone Number: 01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

ICO
Address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email Address:
Use the online form via this link https://ico.org.uk/global/contact-us/email/

Telephone Numbers:
Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.
Calling from outside the UK +44 1625 545 745