



Lea Nursery School: Privacy Notice for Parents & Carers

Under data protection legislation, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store and use personal data about Parents/Carers.

We, Lea Nursery School, are the 'Data Controller' for the purposes of data protection law. The School is registered as a Data Controller with the Information Commissioners Office (ICO). Our registration number is **Z8647020**.

Our data protection officer is The Schools People (see 'Contact us' below).

Definition of Parent

The term 'parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent) and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives.

It is therefore possible for a pupil to have several "parents" for the purposes of education law. This privacy notice also covers other members of pupils' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

1. Types of Parent/Carer information we Collect

The categories of parent/carers information that we collect, process, hold, and share includes, but is not limited to:

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- Personal information (such as name, address, telephone numbers and email address, other named family/friend contact details);
- Information relating to your identity: - e.g. DBS checks for volunteers and parent club providers, free school meal / pupil premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils

We may also collect 'special category' data including:

- your racial or ethnic origin;
- your political opinions;
- your religious or philosophical beliefs;
- your health;
- your sex life and sexual orientation
- information about criminal proceedings /convictions or information about child protection / safeguarding. This information is not routinely collected and is only likely to be processed by the School in specific circumstances relating to particular students, for example, if a child protection issue arises or if a parent / carer is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police.

Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

2. Why we Collect and use this Information

We collect parental/carers information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. For example, we collect data:

- to decide who to admit to the school
- to maintain a waiting list;
- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;

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- for the protection and welfare of pupils and others in the school, including our safeguarding / child protection obligations;
- for the safe and orderly running of the school;
- to promote the school;
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities;
- to respond to investigations from our regulators or to respond to complaints raised by our stakeholders;
- in connection with any legal proceedings threatened or commenced against the school.

3. The Lawful Bases on which we Process Personal Data

We process general personal data under:

- Article 6 (1)(a) of the GDPR. Where we have the consent of the data subject;
- Article 6(1)(c) of the GDPR. Where processing is necessary for us to comply with the law;
- Article 6(1)(d) of the GDPR. where processing is necessary to protect the vital interests of the data subject or another person;
- Article 6(1)(e) of the GDPR as processing is necessary for us to perform a task in the public interest or for our official functions, and this task or function is lawful;

We process special category data under:

- Article 9(2)(a) of the GDPR. The data subject has given explicit consent;
- Article 9(2)(c) of the GDPR. Processing is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- Article 9(2)(e) of the GDPR. Processing relates to personal data which are manifestly made public by the data subject;
- Article 9(2)(f) of the GDPR. Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- Article 9(2)(g) of the GDPR. Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

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- Article 9(2)(j) of the GDPR. Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

4. Collecting Parent/Carer Personal Data

We collect parent/carer personal data from:

- Application/admissions processes, including home visit forms;
- Parent/carer communication;
- In addition, the School also uses CCTV cameras in and around the school site for security purposes and for the protection of staff, pupils and other stakeholders.

5. Storage and Retention of Personal Data

A significant amount of personal data is stored electronically. Some information may also be stored as hard copy.

Data stored and accessed electronically is done so in accordance with the School's **Data Security Policy**

Hard copy data is stored and accessed in accordance with the School's **Data Security Policy**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements in accordance with the **Data Retention Policy and Schedule**.

6. Who we Share this information with.

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

We routinely share parent / carer information with:

- schools that pupils attend after leaving us;
- the Local Authorities pupils move to where the child is in care or subject to a special guardianship order for example

From time to time, we may also share parent / carer information with other organisations including:

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- The Local Authority;
- A pupil's home Local Authority (if different);
- The Department for Education (DfE);
- School governors / trustees;
- Law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists;
- Education Welfare Officers;
- Courts, if ordered to do so;
- The Teaching Regulation Authority;
- Prevent teams in accordance with the Prevent Duty on Schools;
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- Our legal advisors;
- Our insurance providers / the Risk Protection Arrangement;

We also share limited personal data with third party service providers who require access to data in order to perform contracted services. These service providers include:

- Capita SIMS
- Slough Early Years Portal
- Groupcall
- Any other services that we will inform you of from time to time.

These third-party service providers act as data processors on the Schools behalf. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

7. Transferring Data Outside The EEA

The School does not routinely share data with organisations outside the EEA.

We will not transfer personal data outside the European Economic Area (EEA) unless such transfer complies with the GDPR. This means that we cannot transfer any personal data outside the EEA unless:

- The EU Commission has decided that another country or international organisation ensures an adequate level of protection for personal data

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- One of the derogations in the GDPR applies (including if an individual explicitly consents to the proposed transfer).

8. Your Data Subject Rights

Parents/Carers have the right to:

- Make a Subject Access Request (SAR) (see below)
- Withdraw your consent to processing at any time
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it (in certain circumstances)
- Prevent use of your personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which your personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling. The School **does not use** automated decision making and/or profiling in any of its processes and procedures
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

9. Subject Access Requests

Under data protection legislation, individuals have the right to request access to their personal data held by the School.

Subject Access Requests **may be** made to the School in written form or verbally.

If you would like to make a SAR in relation to your own personal data it would be helpful if this could be made in writing to the Headteacher, including:

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- name and contact address
- email address and telephone number
- details of the information required.

A Subject Access Request (SAR) form is available from the School office. It **is not** mandatory to make a Subject Access Request using the form. It will, however, assist you in structuring your SAR to provide the information necessary to ensure we can action your request without delay.

We must respond within one month of receiving a valid Subject Access Request. A SAR is only considered “valid” if we are fully satisfied regarding the identity of the requester and their entitlement to the data requested. If in any doubt we will request confirmation of identity to ensure your personal data is not inadvertently released to a third-party who is not entitled to it.

If the SAR is complex or numerous the period in which we must respond can be extended by a further two months. You will be notified of any delays in actioning the SAR and provided with a timeframe in which you can expect to receive the requested data.

10. How to Contact Us

If you have any questions or concerns about how we process information or wish to exercise any data protection rights, please contact the School in the first instance.

If you have concerns that we are not able to resolve to your satisfaction you can contact our Data Protection Officer at the email address below.

Alternatively, you can register a concern with the UK’s data protection regulator - the Information Commissioner’s Office, by following this link <https://ico.org.uk/make-a-complaint/>

Contact Details

Data Controller: Lea Nursery School, Wexham Road, Slough, SL2 5JW

Data Controller’s Representative: Nikki Elsmore-Cary, Headteacher. Email: post@lea-nursery.slough.sch.uk

Data Protection Officer: Dee Whitmore. Email: DPOService@Schoolspeople.co.uk

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11. Changes to this Privacy Notice

This Notice will be reviewed on a yearly basis or as necessary in relation to changes in Data Protection legislation.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: May 2018

Last update: June 2019

Review Date: June 2020