



## Whitehall Nursery and Infant School

### **Privacy Notice for Parents & Carers**

This Privacy notice is for parents, carers and governors of Whitehall Nursery and Infant School, in fulfilment of our responsibility as a data controller under data protection law.

Individuals have a right to be informed about how school uses any personal data that we hold and this privacy notice explains how we collect, store, share and use personal data.

Your or your child's information may be manually and/or digitally processed through our system. We ensure our systems have appropriate security to meet the requirements of the General Data Protection Regulation and the Data Protection Act 2018 concerning safe and secure storage of data.

#### Information we collect and use, but is not restricted to:

- Name, Address, D.O.B of pupil and identification documents
- Next of kin details, emergency contact details and identification documents
- Characteristics such as ethnic background, eligibility of free school meals, special educational needs.
- Details of any medical conditions, physical or mental and Dietary needs
- Results of internal or external assessments
- Curricular records and attendance information
- Safeguarding information and any other agencies involved
- Photographs and CCTV images captured in school.

#### Why we collect this information

Without this information, Whitehall Nursery and Infant school would not be able to provide the service or support for which we have legal obligations to deliver. In particular, we will use this information to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Carry out research
- Assess the quality of our services
- To keep parents informed

#### How we collect this information

We can collect this information in several ways but are not limited to;

- Admission forms
- Emails
- Online Website
- Direct contact with pupil or parent
- Other agencies involved in school e.g. speech and language, school nursing team.

The majority of the information we collect is mandatory but there is some information that can be provided voluntarily. Whenever we seek to collect information we will make it clear whether providing it is mandatory or optional.

### Purpose for processing and lawful basis

We only collect and use pupil's personal data where it is necessary to co-operate with and conform to the UK law or another legal obligation to which the school is subject. In addition, where there is a need to carry out a task in the public interest or the exercise of official authority vested in the controller e.g. the running of a school club.

We also provide personal data about our children in care or those to whom we provide additional services and then use this data to

- Support children and monitor their progress
- Provide appropriate support and pastoral care

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

### Special Category Data

This 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 and ethnicity
- Religious or philosophical belief
- Genetic and biometric information
- Health and sexual orientation

When using or processing we must ensure that we have lawful reason to do so. The school will primarily provide this information about pupils to the Department of Education as part of statutory data collections such as school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department, and provides evidence on school performance to inform research. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations that promote children's education or wellbeing in England. Such organisations would have agreed to strict terms and conditions about how they use the data. For more information, you can see the Department for Education's website or contact them with any further questions about the NPD.

### Whom we may share your information with

Where it is legally required and necessary, we may share your information with the following entities:

- Our local authority
- The Department for Education
- Pupil's family and representatives
- Educators and Examining Boards
- OFSTED
- Care Agencies/Health Agencies
- City, District, Borough Councils
- Charities
- Police and Courts

We are also required to pass on some of this information to the Department for Children, Schools and Families (DCSF). DCSF then uses this information to help with policy development, LA performance management and funding. All parties with access to your information will do so under the strict adherence to Data Protection Law, adequate safeguards and appropriate authorisation.

#### How long we hold your information for

We hold your information in line with guidance provided by the Information and Records Management – Guidelines for schools.

#### Parent and Pupil's Rights

You have the following rights concerning personal information

- **To Be Informed** – of what information we intend to collect, why we need your information, the lawful basis under which we process your information, whether we share your information and who with, how to contact us.
- **To Withdraw Consent** – where a lawful reason for processing data does not apply. Most common instances where we may ask for consent are; taking photos that may be published externally for school website or newsletter, taking part in activities such as day trips or clubs, sharing information with third party support services which are not compulsory or essential but may provide benefit e.g. youth services.
- **To Access Your Information** – You are entitled to know what information is held about you or your child, who it is shared with and to ascertain the accuracy of the information. You may also need to request information for other purposes such as a letter of attendance for visa purposes. If you would like to access your information, you will need to make a subject access request which is a form that is in the school office. Please be aware that we may need you to provide appropriate identification such as passport or driving license and the original request if it has come from an external organisation e.g. Home Office. We should respond to your request within 30 days of receipt but if the request is more complex and requires more time, we will inform you if this.
- **To Rectify Your Information** – if it is established that information we hold about you or your child is incorrect, you have the right to request that we correct that information.
- **To Erase Your Information** – in cases where the information held is no longer required in relation to the purpose of which it was collected and where there are no lawful grounds for holding that information, you can request an erasure of that information.
- **To Restrict Processing** – you have the right to restrict us from using your information if you believe the data is inaccurate or there are no lawful grounds for using the information but 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, the right to restrict processing should not apply; school will inform you of the reasons for this before the restriction is lifted.
- **Data Portability** – if lawful basis for processing is performance of a consent, you have the right to request that information be transferred to another public authority or controller. Your Data Portability request will have to be made in writing and we will assess your request in accordance with the provisions of the GDPR to ascertain if your request is covered under law. Our response will contain our decision regarding the viability of your request and asking you to choose between the information being handed to you or if you want the information transferred directly to the public authority or controller.
- **To Object** – If you object to the school using your information in the ways detailed, we will cease to process your information unless we can show there are legitimate reasons that override your interests. We will respond to your request within 30 days stating that your request has been upheld or the reasons for not upholding your request.

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you think the way we handle your information is unfair, misleading, and inappropriate or you have any other concerns about our data processing, please raise this with school in the first instance. To make a complaint or raise a concern, please contact the school's internal data protection officer, Mrs Manhota on 01922 721 991. If it cannot be resolved then you contact the external Data Protection Officer. The details are:

Paul Withers – Office of the DPO  
Resources & Transformation  
Civic Centre 3<sup>rd</sup> Floor  
Walsall Council  
Darwall Street  
WS1 1TP

Email address – [informationmgmt@walsall.gov.uk](mailto:informationmgmt@walsall.gov.uk)

Contact number – 01922 650970

Should you be dissatisfied with the response you receive, you can then contact the Information Commissioners Office (ICO) in the final instance:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email – use the online form at [ico.org.uk/global/contact-us/email](https://ico.org.uk/global/contact-us/email)

Telephone – 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.

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