

General Data Protection Regulations Privacy Notice for Parents and Students

Introduction

This notice is to help you understand how and why Steeple Nursery School, collects personal information about you and what we do with that information. It also explains the decisions that you can make about your own information. We collect and use student information under the Education Act (Northern Ireland) 2014 and other legislation which can be found at <https://www.education-ni.gov.uk/departments/education-legislation>. This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place in the school and their families/carers/ legal guardians.

If you have any questions about this privacy notice, please contact the Principal, Mrs Scarlett, by email steeplenursery@outlook.com or by telephone on 02894464151.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes contact details, unique pupil number, next of kin and financial information. We may also hold information such as your child's date of birth, attendance, health record, disciplinary record, safeguarding, religion, ethnic group, photos and video recordings, which are, regarded as personal information.

How and why does the school collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The school's primary reason for using your personal information is to provide educational services to your child. We obtain information about you from admissions and registration forms and from your child's previous school/s (if applicable). As part of our assessment programme we use different sources of pupil data to monitor your child's progress such as the Welcomm Assessment Tool. We may also get information from professionals such as doctors and from local authorities. We may have information about any family circumstances which might affect your child's welfare or happiness. We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the school.

We may take photographs or videos of pupils at school events to use on social media and on the school website. This is to show prospective parents and pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school. We may send you information to keep you up-to-date with what is happening at the school. For example, by sending you information about events and activities taking place, including the school newsletter and fundraising events. Distribution is by email and letter. We may keep details of your address and email, when your child leaves the school so we can keep in touch. We may use information about you if we need this for past pupil, historical research purposes or for statistical purposes.

Financial information

We will process financial information about you in relation to the payment of fees and voluntary donations.

Sharing personal information with third parties

In accordance with our legal obligations, we may share information with the Department of Education, the Education Authority, Health and Social Care Trusts and social services for example, where we have any safeguarding concerns. On occasion, we may need to share information with the police. We may also need to share information with our legal advisers for the purpose of obtaining legal advice. Occasionally, we may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work. If your child is not of British or Irish nationality, we have to make sure that your child has the right to attend a school in Northern Ireland. We might have to provide information about you to UK Visas and Immigration. We may share some information with our insurance company, for example, where there is a serious incident at the school. We may share information about you with other schools, for example, if your child is moving school. If/when your child leaves us to attend

another school, we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons. We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations. We may need to share information if there is an emergency, for example, if a child or adult is hurt or injured whilst on school premises.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the school has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the school, including fundraising;
- Facilitating the efficient operation of the school; and
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your personal information may be processed for the legitimate interests of others. If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Principal, Mrs Scarlett.

Necessary for a contract

We will need to use your information in order to perform our obligations. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

The school may need to use your information in order to comply with a legal obligation, for example to report a concern to Social Services. We may also have to disclose your information to third parties such as the courts, the Department of Education, the Education Authority, insurers or the police where legally obliged to do so. The processing is necessary for the establishment, exercise or defense of legal claims. This allows us to share information with our legal advisors and insurers.

Vital interests

For example; to prevent someone from being seriously harmed or killed. To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Public interest

The school considers that it is acting in the public interest when providing education.

The school must also comply with an additional condition where it processes special categories of personal information.

These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, health information, and information about sexual orientation.

Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Principal, Mrs Scarlett at steplenursery@outlook.com if you would like to withdraw any consent.

Sending information to other countries:

We may send your information to other countries where:

- we communicate with you or your child when you are overseas (for example, during summer holidays if you are in a different country).

The European Commission has produced a list of countries, which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK.

For how long do we keep your information?

We do not store personal data forever. We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the school, for example, so that we can find out what happened if you make a complaint. In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the school. To find out for how long we keep your information please refer to the Department of Education's Document Retention and Disposal Policy which can be found at <https://www.education-ni.gov.uk/publications/disposalrecords-schedule>.

Consent

Whilst the majority of the personal data provided to the school is required for us to comply with our legal obligations, some of that information is provided on a voluntary basis through parental consent. When we need consent the school will provide a notice explaining why the data is being collected and how it will be used. If we ask your consent you can take your consent back at any time.

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy;
- we will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases.

For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

The Information Commissioner's Office (ICO)

The Information Commissioner's Office (ICO) can give you more information about your data protection rights. Further information and guidance is available from <https://ico.org.uk>. The Principal is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

Data Security

Like other organizations we need to keep your information safe, up-to-date, only use it for what we said we would, destroy it when we no longer need it and most importantly, treat the information we get fairly. We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an authorized way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality. We have put in place arrangements to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally obliged to do so.

Rights of Access, Correction, Erasure and Restriction

Under GDPR pupils, parents, families and carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Principal. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information or any of your other rights. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. This notice is to explain how we use your personal information. The Principal can answer any questions, which you may have.

Please speak to the Principal, Mrs Scarlett, if:

- you object to us using your information for internal marketing purposes e.g. to send you information about school events; we will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept totally confidential.

If you consider that we have not acted properly when using your personal information or if you require more information about your data protection rights you can contact:

The Information Commissioner's Office - Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB

Tel: 028 9027 8757

Email: ni@ico.org.uk

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