



Tenterfield Nursery School

London Road, Welwyn, Hertfordshire, AL6 9JF

Tel: 01438 714564 Fax 01438 716347

Acting Headteacher: Vicky Beare

“Working together so that everyone can shine”

Tenterfield Nursery School and GDPR **Privacy Notice for Parents / Carers / Guardians of Pupils**

Under data protection law, 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 we collect, store and use personal data about pupils and their parents / carers/ guardians.

We, Tenterfield Nursery School, London Road, Welwyn, Hertfordshire, AL6 9JF are the ‘data controller’ for the purposes of data protection law.

Our data protection officer (DPO) is Mr Patrick Aikman

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behaviour issues and exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs for educational display purposes and in order to indicate allergy or medical need.
- Web / Video images captured in school.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

admin@tenterfield.herts.sch.uk

www.tenterfield.herts.sch.uk

Hertfordshire County Council

We use this data to:

- Support pupil learning
- Contact parents / carers / guardians
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect the welfare of pupils & others in the school
- Maintain the safe & orderly running of the school
- To promote the school
- Assess the quality of our services and track school performance
- Administer admissions and keep continued interest lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (in order to provide our pupils with an education)

Sometimes we may also process personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending this school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We follow guidelines laid out in the Information and Records Management Society's toolkit for schools with regard to how long we keep information.

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Data sharing

We do not share personal information with anyone outside the school without permission from parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

- Our local authority, Hertfordshire County Council, to meet our legal obligations to share certain information with it, such as safeguarding concerns or exclusions
- A pupil's home local authority (if different)
- The Department for Education
- The pupil's family and representatives
- Other schools, e.g. when a child leaves our school, educators & examining bodies
- Ofsted
- Professional advisors and consultants, e.g. Herts for Learning support teams
- Suppliers and service providers, e.g. ParentMail to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health professionals, e.g. school nurses, educational psychologists
- Security organisations, eg. Prevent teams in accordance with the Prevent duty
- Health authorities and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information to the Department for Education (DfE) as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The DfE may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information see the DfE's webpage on how it collects and shares research data. You can also contact the DfE with any further questions about the NPD.

Transferring data internationally

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Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Individual rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data, usually under the age of 12.

If a parent makes a subject access request, and if we do hold personal information about parent or child, then we will:

- Give a description of it
- State why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from parent or child
- State who it has been, or will be, shared with
- Advise whether any automated decision-making is being applied to the data, and any consequences of this
- Provide a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. Any requests should be made to our data protection officer.

Parents/carers also have a legal right to access their child's educational record. To request access please contact Mrs Vicky Beare, Headteacher.

The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside term time, we would appreciate any such requests to be made during term time and avoided during periods when the school is closed, or about to close, for the holidays. A fee is not usually charged for accessing personal information, unless the request for access is manifestly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damage caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of personal information for a specific purpose, you have the right to withdraw your consent for the specific processing at any time. To withdraw your consent, please contact the headteacher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose(s) you originally agreed to, unless we have another legitimate basis for doing so in law.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Mr Patrick Aikman, email address: patrick@schoolposervice.com

This notice is based on the Department for Education’s model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

Changes to this privacy notice

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 personal information.

Please sign and return with your application form. A copy can be requested from the school office.

Parents Signature.....