

Wallace Fields Infant School and Nursery



Wallace Files Infant School & Nursery Privacy Notice (Parents and Pupils)

Wallace Fields Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed: 1st February 2021

Next Review: 1st February 2022

Wallace Fields Infant School proud to be a part of Inspiration Academy Trust.





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1. Introduction

Under data protection law, individuals have a right to be informed about how **Wallace Fields Infant School and Nursery** uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Parents and Carers and Pupils at our school.**

We, **Wallace Fields Infant School and Nursery**, Wallace Fields, Ewell, Surrey KT17 3AS. Phone # 020 8394 0647, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Tara Cooke**

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about our parents/carers and pupils includes, but is not restricted to:

- Parent contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Pupil information (such as name, address, unique pupil number, dietary, medical information)
- Pupil attendance information (such as sessions attended, number of absences and reasons for these absences)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school
- Your religion, as part of our admission arrangements
- Permissions / consents granted by you on behalf of your child/ren

We may also hold data about you that we have received from other organisations, including previous schools, local authority, social services and or / Department for Education (DfE).

3. Why we use this data

We use the data listed above to:

- a) Support our pupils learning
- b) Report to you on your child's attainment and progress
- c) Keep you informed about the running of the school (such as emergency closures) and events
- d) Provide appropriate pastoral care and medical care
- e) Protect pupil welfare
- f) Administer admissions waiting lists
- g) Assess the quality of our services
- h) Comply with our legal and statutory obligations

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purpose of **Complying with our Legal and Statutory obligations** in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of **Reporting to you on your child's attainment and progress**, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of **Providing Appropriate Pastoral Care/ Protecting Pupil Welfare** in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of **Keeping you informed about the running of the school (such as emergency closures) and events** in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you / your children while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you or your child/ren with any third party without consent 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 about you with:

- Our local authority **Surrey County Council** – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. 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.

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

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

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

Tara Cooke (Phone: 020 8394 0647)