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Review Date	June 2024



Agreed by: Steering Committee

Date: 09/08/23

Name: Sally Evans

Signature:

## PRIVACY NOTICE

For

**Highfield Nursery School – June 2023**

On the 25<sup>th</sup> May 2018 the General Data Protection Regulation, known as GDPR, came into effect. GDPR imposes additional obligations and gives you extra rights around how your data is held and used.

Highfield Nursery School is committed to the security and protection of your personal information held.

If you have any queries regarding GDPR and the way your data is handled please contact our GDPR Data Controller. She can be contacted via [admin@highfield.suffolk.sch.uk](mailto:admin@highfield.suffolk.sch.uk)

You will also find a copy of our Privacy Notice on Highfield Nursery School Website found here: <https://www.highfield.suffolk.sch.uk>

If we make changes to our Privacy Notice we will notify you by updating our website.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. For further information please visit here: <https://ico.org.uk/>

Highfield Nursery School is known as both a "data controller" and a "data processor". As "data controller" this means that we determine the purposes and way in which any personal data are or will be processed. A "data processor" processes data on behalf of a data controller.

### PRIVACY NOTICE

**Highfield Nursery School** is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). Looking

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after your personal information is very important to us and we want you to be confident that your personal data is kept securely and safely and to have an understanding of how we use our data as a Teaching School.

### **Data protection principles:**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **Information we may hold:**

Highfield Nursery School can hold Personal data, or personal information which is any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection. These is data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, genetic or biometric data. As a Nursery School, it is highly unlikely that we would capture any "special category" data.

Depending on the nature of your relationship with us, we will collect, store, and use any of the following categories of personal information about you and/or your child:

- Personal contact details such as
- Full Name,
- Title,
- Addresses,
- Telephone numbers,
- Email addresses.
- Date of Birth
- Ethnicity
- Education Setting name
- Parents National Insurance number
- Follow on School
- Emergency contact information.
- Business email address (staff).
- Payment information.
- Medical details – such as GP or Health Visitor
- Copy of birth certificate/Passport/Identity documents.
- Photographs.

### **How is your personal information collected?**

We collect personally identifiable information about you (your "Data") through:

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- The use of enquiry, application and registration forms
- When you apply for a place at the Nursery School
- When you register with the Children's Centre
- The provision of your details to us either online or offline

For members of staff, we will collect additional personal information in the course of job-related activities throughout the period of you working for us or training with us.

### **How we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. In our duty in providing your child's education.
2. Where we need to perform the contract we have entered into with you, such as providing you with a personalised service; processing orders, recruitment, training, registrations and enquiries.
3. Where we need to comply with a legal obligation.
4. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

### **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you, training you or providing your child's education), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of all).

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Consent**

We do not need your consent if we use special categories of your personal information if required to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may be required to obtain your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us. In the case of Safeguarding concerns, we would always try to speak to you before progressing our concerns, but this may not always be possible.

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### **Data sharing**

We may have to share your data with third parties, including third-party service providers, where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We require third parties to respect the security of your data and to treat it in accordance with the law.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Security**

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised 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 business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention**

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, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. All assessment data, SEN recording, Safeguarding files and medical information is passed on to your child's next school by the September after your child has left Highfield. Accident books, funding forms and any financial records need to be kept in line with the legal requirement.

### **Rights of access, correction, erasure, and restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.

### **Highfield Nursery School**

**Chesterfield Drive, Ipswich, Suffolk, IP1 6DW**

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**Tel: 01473 742534 or email: [admin@highfield.suffolk.sch.uk](mailto:admin@highfield.suffolk.sch.uk)**