



Halfway Nursery Infant School
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‘Caring, sharing, learning for life’

Headteacher: Mrs Paula Bestall
Deputy Headteacher: Mrs Claire Ball

7 June 2018

Dear parents/carers,

GENERAL DATA PROTECTION REGULATION (GDPR)

You are no doubt aware that a new regulation has been introduced governing the storage of personal data by organisations, known as the General Data Protection Regulation (GDPR).

We have updated our privacy notice to take account of GDPR, and a copy of this is attached. It is also available on our website. The notice sets out the information that we hold on children, their parents/carers, and other adult contacts named by you.

The great majority of the data has been provided by you e.g. when your child joined our nursery or school. In addition, the school has a legal requirement to hold some other information about your child e.g. attainment scores, and attendance data. There is also a legal obligation to pass on some of this information via secure links to Sheffield Local Authority and/or the Department for Education. The attached privacy statement explains this requirement in more detail.

If you have any questions about the content of the privacy notice, please feel free to discuss them with me.

With best wishes,

Paula Bestall
Headteacher





General Data Protection Regulation Notice

Who processes your information?

Halfway Nursery Infant School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor. However, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Halfway Nursery Infant School upholds are imposed on the third party processor.

Why do we collect and use your information?

Halfway Nursery Infant School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which pupil data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you if you are required to provide this data, and if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Which parent/carer and other named adult contact data do we collect?

The categories of information we collect in relation to parents/carers and other named adult contacts include:

- **Names, addresses and telephone numbers**

Reasons:

We ask you for details of 4 named adults to ensure that we are able to contact at least one of these if, for example, your child is taken ill and needs to be collected from school.

We use the Teachers2Parents text messaging service to send text messages to the priority mobile number provided by you e.g. to send reminders about special school events or changes to the planned school programme.

- **Email addresses**

Reasons:

We distribute weekly newsletters by email. Providing us with an email address ensures that you receive these promptly and reliably each week. Our on line booking system (www.hnibooking.co.uk) provides a convenient and foolproof way for you to book appointments for parents' evenings. We use the email address you provide to send you confirmation of your booking.

- **Parent date of birth and national insurance number**

Reason:

This is non-mandatory, but, if provided, enables the local authority to identify those parents whose children are eligible for income based free school meals and free milk. The school receives additional funding to support children's learning based on the number of children who are eligible (Pupil Premium).

Our online payment system (www.hnipay.co.uk) enables you to pay easily and conveniently for Superkids, school trips, after school clubs and milk. The system acts as a portal to the highly secure Paypal service - www.hnipay.co.uk itself does **NOT** store any sensitive data, such as your bank account details.

For how long is your data stored?

Personal data relating to pupils at Halfway Nursery Infant School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Halfway Nursery Infant School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census, and some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. Halfway Nursery Infant School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE
- Focus Trust

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Halfway Nursery Infant School uses your personal data.
- Request access to the personal data that Halfway Nursery Infant School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Halfway Nursery Infant School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.halfwaynurseryinfantschool.org) or download our GDPR Data Protection Policy.