

**INFORMATION SHEET 84 - Privacy Notice**  
**1 SEPTEMBER 2017**

**THE MINSTER NURSERY AND INFANT SCHOOL**  
**A Voluntary Aided School**

**Privacy Notice - Data Protection Act 1998 & The General Data Protection Regulation**

This document has been prepared with due regard for The Information Commissioner's Office at:  
<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control/>

and Department for Education guidance at:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice>

**The School is a 'Data Controller'**

We, The Minster Nursery & Infant School Warrington Road, Croydon, CR0 4BH are the '**Data Controller**' under the terms of the **Data Protection Act 1998** and the **General Data Protection Regulation (to be enforced from May 2018)**.

**The Minster Nursery & Infant School Data Protection Officer:**

[Not yet appointed]

**Purpose and Legal Basis**

We collect information from you and may receive information about you from your previous school and the council – LB Croydon and/or the Department for Education (DfE). This comes under the terms of fair and lawful processing of personal data for lawful purposes of a public body, namely as a Mainstream School.

**What Data is Collected and Held**

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any exclusion information, where you go after you leave us, any special educational needs and relevant medical information.

**Sharing Information**

We only share information about you with carefully selected and monitored organisations that are registered with the **Information Commissioners Office (ICO)** and is also subject to the relevant laws. Information is shared electronically with the following organisations:

**Parent Pay** for online payments ( <https://www.parentpay.com/privacy-policy> )

**Tapestry** – online assessment tool ( <https://tapestry.info/privacy.html/> )

**SIMS** maintained by **Octavo Croydon** ( <http://www.capita-sims.co.uk/privacy-statement> )

**Lunch Hound** for electronic lunch purchase

**The London Grid for Learning (LGfL)** is centralized portal and IT provision for the London region enabling access to the latest appropriate technology for schools across London.

<https://static.lgfl.net/LgflNet/downloads/policies/LGfL%20Privacy%20Notice.pdf>

**Atomwide** helps LGfL deliver the technology and connectivity to our and many schools across London <http://atomwide.com/privacy.html>

The companies listed above carry out fair processing for us in order to enable the legal purposes of the school.

We are also required by law to pass some information about you to the Local Authority and the Department for Education (DfE) If you want to see a copy of the information about you that we hold and/or share, please contact School Office [office@minsterinfants.co.uk](mailto:office@minsterinfants.co.uk) .

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<https://www.croydon.gov.uk/democracy/data-protection-freedom-information/dpguidance>

and

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the school office on 020 8688 5844 or at [office@minsterinfants.co.uk](mailto:office@minsterinfants.co.uk) .

### **Retention Period Policy**

We hold information on your child for 3 years after you leave the school. Data is then erased except where it is statistical and 'anonymised' – meaning it is statistical and has no relation to you or any other individual.

### **Right of Complaint**

You have the right to lodge a complaint to the Information Commissioners Office (ICO). Full information about this is available at <https://ico.org.uk/concerns/handling/>

This information is subject to review. Please ensure you have the most up to date copy available at <http://minsterinfants.co.uk/statements/privacy>.

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