

# Privacy Notice

Appendix A of The Minster Nursery & Infant School Data Protection Policy

## THE MINSTER NURSERY AND INFANT SCHOOL A Voluntary Aided School Privacy Notice - 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Croydon, CR0 4BH are the '**Data Controller**' under the terms of **General Data Protection Regulation** which has superseded the **Data Protection Act 1998**.

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

South Croydon Cluster DPO Service email: [DPO@SCCGDPRservices.co.uk](mailto:DPO@SCCGDPRservices.co.uk)

### 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.

### Parental Consent

We obtain parental consent for:

- a) photography and video per child with specific agreement per use.
- b) special information gathered for the purposes of supporting children with special needs or who have been referred to, or require liaison with health or social services.
- c) Consent from Reception and Year1 parents to use Tapestry Online Journal Pupil Development to gather photos and film to assess child development and learning.

### 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 fixed periods set by government. 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. There is a more detailed list of all our retention periods at Appendix E of the school Data Protection Policy at <http://minsterinfants.co.uk/privacy/>

### **Right of Complaint**

You have the right to lodge a complaint to the Information Commissioner's 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/privacy>.

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