



**Privacy Notice**  
**Parents, Carers & Pupils**  
**CREST INFANT & NURSERY 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-notices-transparency-and-control/>

and Department for Education guidance at:

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

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

We, Crest Infant & Nursery School, Fleet Road, Rochester, Kent ME1 2QA are the '**Data Controller**' under the terms of the **Data Protection Act 1998** and the **General Data Protection Regulation (from 25 May 2018)**.

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

*Kerry Seales*

**Purpose and Legal Basis**

We collect information from you and may receive information about you from previous schools or settings, Medway Council 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.

**We use the pupil data:**

- to support learning and teaching
- to monitor and report on pupil progress
- to provide appropriate pastoral care e.g. medical or special educational/disability needs
- to assess the quality of our services
- to comply with the law regarding data sharing

**The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, relevant medical information, special educational needs/disability information, exclusions / behavioural information
- Photographs for educational purposes
- CCTV - external site coverage for security purposes

**Sharing Information**

We only share information about you with carefully selected and monitored organisations registered with the **Information Commissioners Office (ICO)** which are also subject to the relevant laws. We routinely share pupil information with:

- schools pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

Information is shared electronically with the following organisations:

**SIMS** – management information tool ( <http://www.capita-sims.co.uk/privacy-statement> )

**Atomwide** - helps to deliver the technology and connectivity to our school and many others across Medway  
<http://atomwide.com/privacy.html>

**Parentmail** – Online app and communication with parents ([ParentMail Data protection and GDPR v1.6](#))

**Studybugs** – online app and attendance information tracker ([Studybugs – Studybugs and GDPR](#))

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 would like to see a copy of the information please ask at the school office.

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.medway.gov.uk/info/200217/freedom\\_of\\_information/347/data\\_protection/1](https://www.medway.gov.uk/info/200217/freedom_of_information/347/data_protection/1)  
and <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### **Retention Period Policy**

We hold general information on your child for 3 years after they 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.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Jane Shields/ Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- **in certain circumstances**, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations

### **Right of Complaint**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office 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://crestinfants.co.uk>