



Cippenham Nursery School: Privacy Notice for Parents/Carers

Under data protection legislation, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store and use personal data about Pupils.

We, Cippenham Nursery School are the 'Data Controller' for the purposes of data protection law. The School is registered as a Data Controller with the Information Commissioner's Office (ICO). Our registration number is **Z8629609**.

Our data protection officer is The Schools People (see 'Contact us' below).

Definition of Parent

The term 'parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives, or whether the pupil has contact with that parent), and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives.

It is, therefore, possible for a pupil to have several "parents" under education law.

This privacy notice also covers other members of pupils' families that we may process data about from time to time, including, for example, siblings, aunts, uncles, and grandparents.

1. Data Protection Principles

Personal Data must be processed following the six Data Protection Principles. It must be:

- Used lawfully, fairly and in a transparent way.

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- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

2. Types of Parent/Carer Information We Collect.

The categories of information that we collect, process, hold, and share include but are not limited to:

- Personal information such as name, address, telephone numbers and email address, other named family/friend contact details
- Information relating to your identity - e.g. DBS checks for volunteers and parent club providers.
- Eligibility for free school meals, pupil premium, entitlement to certain benefits
- National Insurance Number
- Information about court orders in place affecting parenting arrangements for pupils.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This may include information about (where applicable):

- Nationality/ethnicity
- Religious beliefs
- Sexual orientation
- Political opinions
- Disability - health and access requirements.

In certain circumstances, we may also process information relating to criminal proceedings/convictions or child protection/safeguarding issues. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

3. Collecting Parent/Carer Personal Data

We collect parent/carers personal data from:

- Application/admissions forms
- The Local Authority, Social Services, NHS, Police or other relevant bodies or agencies
- Correspondence
- Complaints
- Authorisation for trips and other enrichment activities
- CCTV images in and around the school site

The majority of parent/carers information provided to us is mandatory, some of it is provided to us voluntarily. To comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain information to us if you have a choice in this and what the possible consequences of failing to provide this personal data would be.

4. Why we collect and use this Information

We collect parental/carers information to safeguard and promote the welfare of your child, promote the objects and interests of the school, facilitate the efficient operation of the school and ensure that all relevant legal obligations of the school are complied with. For example, we collect information:

- to decide who to admit to the school
- to maintain a waiting list
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for the protection and welfare of pupils and others in the school, including our safeguarding/child protection obligations
- for the safe and orderly running of the school
- to promote the school
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, and other fundraising activities
- to respond to investigations from our regulators or to respond to complaints raised by our stakeholders

- in connection with any legal proceedings threatened or commenced against the school.

5. Automated Decision Making

Automated decision-making takes place when an electronic system uses personal information to make decisions without human intervention. We are permitted to use automated decision-making in limited circumstances.

We **do not** envisage that any decisions will be taken about parents/carers using automated means. However, we will notify you in writing if this position changes.

6. The Lawful Bases on which we Process Personal Data

We process general personal data where the processing is necessary:

- to comply with the law
- to protect the vital interests of the data subject or another person
- for the performance of a task in the public interest or for our official functions, and this task or function is lawful
- for our legitimate interest where we are not acting in our official capacity as a Nursery School

We process special category data where:

- It is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- personal data are manifestly made public by the data subject, and it is in our interest to do so
- it is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of substantial public interest, based on domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- it is necessary for reasons of public interest in the area of public health

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- it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

7. Criminal Proceedings/Convictions

This information is not routinely collected and is only likely to be processed in specific circumstances relating to specific students. For example, if a child protection issue arises or if a parent/carers is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer (LADO) and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

8. Consent

We may process personal information in compliance with the above lawful bases, where this is required or permitted by law and our policies.

In limited circumstances, we may require your consent to process certain particularly sensitive data. If we do, we will provide full details of the information that we would like and the reason we need it, so that careful consideration may be given to whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, consent may be withdrawn at any time (see below).

9. Change of Purpose

We will only use personal information for the purposes for which it was collected 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 personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

10. Storage and Retention of Personal Data

A significant amount of personal data is stored electronically. Some information may also be stored as a hard copy.

All data stored, accessed, and otherwise processed by the school is done so following the School's **Data Protection Policy** and the Data Protection Legislation

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Data Retention Policy. 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.

When your child is no longer a pupil at the School, we will retain and securely destroy their Parent/Carer personal information following our **Data Retention Policy**.

11. CCTV

We have installed CCTV systems on our premises for the safety of staff, pupils, governors and other stakeholders, and for the prevention and detection of crime. Signs are displayed notifying you that CCTV is in operation.

All CCTV images will be retained for 25 days. After this period the images are permanently deleted unless they are required for an ongoing incident/investigation which has been identified (for example, if a crime has been observed and recorded or if the images have been retained while another subject access request is being processed). In such cases, images will be retained for as long as necessary (for example, until the conclusion of any criminal proceedings arising from the incident).

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For further information, please refer to the School's **CCTV Policy**

12. Who do we share this information with?

We do not share information about parents/carers with anyone without consent unless the law and our policies allow us to do so.

We routinely share parent/carer information with:

- schools that pupils attend after leaving us;
- the Local Authorities pupils move to where the child is in care or subject to a special guardianship order

From time to time, we may also share parent/carer information with other organisations including:

- the Local Authority
- a pupil's home Local Authority (if different)
- the Department for Education (DfE)
- School governors
- Law enforcement agencies
- NHS health professionals including the school nurse, educational psychologists
- Education Welfare Officers;
- Courts, if ordered to do so;
- Prevent teams in accordance with the Prevent Duty on schools;
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- Our legal advisors
- Our insurance providers

We also share limited personal data with third-party service providers who require access to data to perform contracted services. These service providers include:

- SIMS In Touch
- Groupcall
- 2 Build A Profile
- Mime Consulting

Any other services/service providers that we will inform you of from time to time.

These third-party service providers act as data processors on the School's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

13. Transferring Data Outside the UK

We do not routinely share parent/carers data with organisations outside the UK.

We will not transfer personal data outside the UK unless such transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

14. Data Security

We have put in place 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, consultants, 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 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.

15. Your Data Subject Rights

You have the right to:

- Make a Subject Access Request (SAR) (see below)
- Withdraw your consent to the processing at any time
- Ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)

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- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified based on public interest
- Request a copy of agreements under which your personal data is transferred outside of the UK
- Object to decisions based solely on automated decision-making or profiling. The school **does not use** automated decision-making and/or profiling in any of its processes and procedures
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

For more information about your data subject rights please see [here](#).

Your Duty to Inform us of Changes

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your child's time with us.

Subject Access Requests

Under data protection legislation, individuals have the right to request access to their personal data held by the School. Subject Access Requests **may be** made to the School in written form or verbally.

If you would like to make a SAR concerning your own personal data it would be helpful if this could be made in writing to the Headteacher, including your:

- name and contact address
- email address and telephone number
- details of the information required.

A helpful '**Guide to Making A Subject Access Request**' is available from the School office or as a download from the School website. It **is not** mandatory to make a Subject Access Request using the form. It will, however, assist you in structuring your SAR to provide the information necessary to ensure we can action your request without delay.

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Fulfilling A Subject Access Request

The lawful time scale for the School to respond to a Subject Access Request is one calendar month from receipt of a '**valid**' SAR.

A SAR is only considered '**valid**' when we are fully satisfied regarding the identity of the requester and their entitlement to the data requested. If in any doubt we will request confirmation of identity to ensure your personal data is not inadvertently released to a third party who is not entitled to it.

Given the School has limited staff resources outside of term time, we encourage employees to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays. This will assist us in responding to your request as promptly as possible.

If the SAR is complex or numerous, the period in which we must respond may be extended by a further two months. You will be notified of any delays in actioning the SAR and provided with a timeframe in which you can expect to receive the requested data.

Fees

You will **not** have to pay a fee to access your personal information (or to exercise any of your other data subject rights). However, we may charge a reasonable fee if your access request is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

For further information about how we handle Subject Access Requests, please see our ***Subject Access Request Policy and Procedure***

Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the school in the first instance (details below).

The Right to Withdraw Consent

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Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher (details below).

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

16. How to Contact Us

If you have any questions or concerns about how we process information or wish to exercise any data protection rights, please contact the School by emailing the headteacher using the following e-mail address: head@cns.slough.sch.uk

If you have concerns that we are not able to resolve to your satisfaction you can contact our Data Protection Officer using the email address below.

Alternatively, you can register a concern with the UK's data protection regulator, the Information Commissioner's Office by following this link <https://ico.org.uk/make-a-complaint/>

Or,

Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire.

Tel: 0303 123 1113

School Contact Details

Data Controller: Cippenham Nursery School, St Andrew Way, Slough SL1 5NL

Data Controller's Representative: Nisha Gill, Headteacher. Email:

head@cns.slough.sch.uk

Data Protection Officer (DPO): The Schools People. Dee Whitmore. Email:

dposervice@schoolspeople.co.uk

17. Changes to this Privacy Notice

This Privacy Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation or our processing activities.

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates.

Effective Date:	May 2018
Last update:	February 2025
Review Date:	March 2026