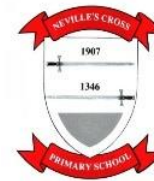




# Privacy Notice

## Durham County Council

### Neville's Cross Primary School and Nursery



#### 1. Who we are and what we do

Neville's Cross Primary School and Nursery

For the purposes of Data Protection, Neville's Cross Primary School and Nursery is the Data Controller for your information.

#### What we do

Neville's Cross Primary School and Nursery provides education to children aged 3 – 11 years old. For further information about the school please ask a member of staff or see our school website. ([www.nevillescross.durham.sch.uk](http://www.nevillescross.durham.sch.uk))

#### 2. What type of personal information do we collect and how do we collect it?

We use paper and electronic forms to collect personal information to deliver our service.

We collect the following personal information about you:

- Name
- Address
- Date of birth
- Gender
- Ethnicity
- Religion
- Medical information

Additional information about children (and parents)

- Safeguarding information
- Assessment information
- Unique Pupil Number (UPN)
- Parents' contact details including home phone, mobile phone numbers, email address
- Parents' national insurance number (if applying for 30hrs nursery place or free school meals)

Additional information about staff (\*\*and governors)

- Contact details including home phone, mobile phone numbers, email address \*\*
- Bank details
- Payroll number
- National insurance number
- Passport number
- Details of qualifications
- DBS number (Disclosure and Barring Service) \*\*
- Details of next of kin
- Declarations of Interest \*\*
- Disqualification by Association

#### How we collect Personal Information

*We collect information about you in the following ways:*

- Admission forms on admission to our school (paper based)
- Application form pack (paper based)
- Updated data forms at the beginning of each academic year (paper based)
- Via telephone call when initially enquiring about the school or when updating your personal

information with us.

- Via email when initially enquiring about the school or when updating your personal information with us.
- Via letter when updating your personal information with us.

### 3. What is our power to obtain and use the personal data?

You must have a lawful basis to process personal data. If you process special category data, you need to have one Article 6 and one from Article 9.

When we collect and use your personal information we rely on one of the following

#### Lawful Basis (Article 6)

- **Contract** : You have entered a contract with us.
- **Legal obligation**: it is necessary to meet a legal obligation
- **Vital Interests** : it is necessary to protect someone in an emergency
- **Public task**: the processing is necessary for us to perform a task in the public interest or for our official functions

#### Special Category Data

Special category data is any personal information that is one or more of these eight categories.

- a) Racial or ethnic origin
- b) Political opinions
- c) Religious or philosophical beliefs
- d) Trade union membership
- e) Genetic data
- f) Biometric data
- g) Health Data

#### Lawful Basis (Article 9)

Applicable Conditions for processing special category data are known under Article 9.

When we collect special category personal information we rely on one of the following

- **Comply with a law** We need this for Employment, or Social Security or Social Protection Law.
- **Legal Rights**: We need it for a legal case or a legal reason
- **Health and Social Care** We use it to deliver health or social care services including occupational health.
- **Public Health** it is necessary to protect public health
- **Archiving, Research or Statistical Purposes**. We use it for archiving, research, or statistical purposes

### 4. What is your personal information used for?

Neville's Cross Primary School and Nursery collects and processes information about children or parents for the following purposes:

- To safeguard children from harm
- To contact parents in case of emergency
- To report to other agencies such as the Local Authority and Department for Education
- To verify eligibility for free school meals
- To verify eligibility for 30 hours free childcare
- To ensure we are able to meet the individual needs of families
- To analyse performance data

Neville's Cross Primary School and Nursery collects and processes information about adults for the following purposes:

- To ensure employees are suitably qualified
- To ensure adults are safe to work with children
- To ensure employees are paid
- To ensure adults are safe from harm
- To contact next of kin in case of an emergency

#### **5. Will your personal information be shared?**

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention of crime, legal proceedings, or where you have requested us to share information, such as child care vouchers.

When we share your information we do it with the following organisations:

- The Department for Education
- Durham County Council, Education Department
- Durham County Council, Health and Safety
- National Health Service (eg. Speech and Language Therapy, Occupational Therapy, School Nursing Service, CAMHS)
- Durham Local Safeguarding Children's Board
- UK Visas and Immigration, Home Office
- HMRC (Her Majesty's Revenue and Customs)
- Other schools which children transfer to
- After School Club Providers

#### **6. How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

Any sensitive data stored on paper will always be stored in a locked cupboard with access limited to key staff.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
- the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete
- only encrypted removable storage purchased by the school are allowed to be used on school computers.

#### **7. How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it; this ranges from months for some records to decades for more sensitive records.

Please refer to our Record Management Guidance which details retention periods for personal data as well as the secure disposal of data.

## 8. Is your personal information processed outside the European Economic Community (EEC)?

We do not process your personal information outside the EEC.

## 9. Marketing

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

## 10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

**To exercise any of these rights please contact the relevant service in the first instance.**

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply online or download an application form from the [DCC website](#) or you can contact the data protection team at [dataprotection@durham.gov.uk](mailto:dataprotection@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

If something goes wrong with your personal information, or you have questions about how we use it, please contact our school Data Protection Officer, Mrs C Ferguson, Deputy Head Teacher.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510