St James' Church of England Infants and Nursery School
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Head Teacher: Miss L Pancisi

Privacy notice: common to all

The legal grounds for using your information

This is common for all personal and sensitive data we collect and process about staff, volunteers, pupils, parents, carers and any other individuals.

Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Consent

The school will ask for consent to process data about you or a pupil. The type of data that is to be used, and how it is to be used will be specified on the consent forms.

You have the choice to opt in for certain types of data usage, and this is made clear. However, some data that is collected and processed in schools is not optional.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The school relies on legitimate interests for many of the ways in which it uses information.

Specifically, the school has a legitimate interest in:

- providing educational services to pupils
- safeguarding and promoting the welfare of pupils and staff
- promoting the objects and interests of the school
- ensuring the efficient operation of the school
- compliance with all relevant legal obligations of the school
- keeping the whole school community informed about events, news and activities

Necessary for contract

Information relating to individuals may be necessary to perform the school obligations under our contracts. For example, maintaining the school management information system (MIS) database.

Legal obligation

Much of school life is governed by legal obligations to supply information to organisations such as the Department for Education or Local Authority or HMRC. We may also have to disclose information to third parties such as the courts, Disclosure and Barring Service or the police where legally obliged to do so.

Vital interest

Information is shared in the interest of the data subject. For example, to prevent someone from being seriously harmed or killed.

Public interest

We are acting in the public interest when providing education. Certain regulations, DfE, local authority, health and other guidance require us to process data in the public interest.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Your rights

- you can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information, but this is set out in our Subject Access Request protocol and procedure
- if information is incorrect, you can ask us to correct it
- you can ask us to delete the information that we hold about you or your child in certain circumstances. For example, where we no longer need the information
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy

If you disagree with any decision we make about your data, you can use our complaints policy, you also have the right to make a complaint to the Information Commissioner, and sometimes to the Information Tribunal or through the court process. Our complaints policy is available on the website.

Review

The school will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.