



# Ravenscroft Nursery School

## Privacy Notice

### How we use pupil information

- Personal information such as name, unique pupil number and date of birth
- Characteristics such as ethnicity, language, nationality, country of birth and free school meals
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Pupil information that we collect/hold and or share might include assessment information, medical information, special educational needs information, behavioural information. Some of this information may be collected through the use of a GDPR compliant educational App

### Why we collect and use this information

- To support pupil learning
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

### The law

Ravenscroft Nursery School collects and uses pupil information under the data protection act 1998 which is a lawful basis for collecting and using pupil information for general purposes.

### Collecting Information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided on a voluntary basis. If you have a choice, as an organisation, we will Information you of it.

### Storing pupil data

We hold pupil data in line with guidelines from the EANI and the Information Commissioner's Office.

### Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil transfers to after leaving us
- The Education Authority (EANI)
- The Department of Education for Northern Ireland
- Social Services
- The Education and Training Inspectorate (ETI)

## **Why we share pupil information**

We do not share information about our pupils without consent unless the law and our policies allow us to do so.

We share pupil's data with DENI and EANI on a statutory basis.

The information collected by schools is managed by DENI and contains information about schools in NI.

It is held in electronic form for statistical purposes. This information is securely collected from a range of sources including schools.

DENI has robust processes in place to ensure the confidentiality of our data is maintained and there is stringent control in place regarding the access and use of the data.

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

Under data protection, parents/guardians and pupils have the right to request access to information about them that we hold.

To make a subject access request for this data, or be given access to your child's educational record, write to the school data protection officer.

You have the right to:

Object to the processing of personal data that is causing damage or distress

Prevent processing for the purpose of direct marketing

Object to decision 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

If you have a concern about the way we are collecting or using personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office in Belfast.