



## Privacy Notice – Data Protection Act 1998

### Pupil Information

We at Hoyle Nursery School collect and hold personal information relating to our pupils and may also receive information about them from their previous School, Local Authority and/or the Department for Education.

We hold this personal data and use it to:

- Support our pupils learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.

This information includes your contact details, curriculum assessment, attendance information and personal characteristics such as your ethnic group, any special education or additional needs and relevant medical information.

***We will not give information about you to anyone outside the School without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and Department for Education (DfE).

As a School we have been developing our approach to ensuring that we are fully compliant with the implementation of the General Data Protection Regulations (GDPR). We are following guidance provided by the Information Commissioners Office (ICO) and will abide by 6 principles of the GDPR.

The School has a duty to;

- Discover what data we are holding, where it is stored, why we hold it, who it is shared with and what access is available to this data and by who in the School organisation.
- Manage the data held and processed in School by robust policies and procedures that are clear and transparent.
- Protect all data held through appropriate systems.
- Report what is done with data and record how data is discovered, managed and protected.

If you want to see a copy of the information about you that we hold and/or share, please contact Val Kay – Head Teacher.

