



Childcare at its best

Our Parent Privacy Notice and Policy

– the legal basis for processing data and our commitment to data protection.

INTRODUCTION

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

What is personal information?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the setting collect and use personal information?

We set out below examples of the different of the different ways in which we use personal information and where this personal information comes from. The nursery's primary reason for using your personal information is to provide educational services to your child.

- We obtain information about you from registration forms and from your child's previous experiences. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the nursery.
- We may send you information to keep you up to date with what is happening at the nursery. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter etc.
- We may use basic information about you if we need this for historical research purposes or for statistical purposes.
- We take photographs and observations of your child to share and develop learning profiles with you to illustrate your child's progress and next steps.
- We will process financial information about you in relation to the payment of fees.

Sharing personal information with third parties

- In accordance with our legal obligations, we may share information with local authorities, and the Department for Education, for example where we have any safeguarding concerns.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purposes of obtaining legal advice.
- Occasionally we may use consultants, experts and other advisors to assist the setting in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with our insurance company, for example, where there is a serious incident at the school.
- If your child leaves us to attend another school we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on school premises.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

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

Specifically, the setting has a legitimate interest in:

- Providing educational services to your child.
- Safeguarding and promoting the welfare of your child (and other children)
- Promoting the objects and interests of the setting. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid fees are due.
- Facilitating the efficient operation of the setting and
- Ensuring that all relevant legal obligations of the setting are complied with.

Necessary for a contract.

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation.

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests.

For example, to prevent someone from being seriously harmed or killed.

Public interest.

The school considers that it is acting in the public interest when providing education.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to Susan Green if you would like to withdraw any consent given.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the school, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under the data protection law.

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask us to correct it.
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- You can ask us to delete the information that we hold about you 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.
- 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.

Further information and guidance.

Susan Green and your setting's Data Control Officer are the persons responsible at our setting for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly – treat the information we get fairly.

This notice is to explain how we use your personal information.

Please speak to Susan Green if:

- You object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to or;
- You would like us to update the information we hold about you, or;
- You would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office – ico.org.uk