NORTH TOWN
PRIMARY SCHOOL & NURSERY

Privacy Notice (How we use your personal data)Nursery Within a School

North Town Nursery needs to use data on children and families in order to be able to keep you safe and deliver the best care possible. Only essential data is held, and we always follow the law when we collect use, store and share your data.

You have a legal right to be informed about how the Nursery uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

North Town Primary School is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

The personal data we hold about you and your child

We hold some personal information about you and your child to make sure we can help you learn and look after your child when they attend our Nursery.

This information includes but is not limited to:

- Name
- Date of birth
- Home address
- Phone number
- Personal email address
- National Insurance number
- Payment details

- Emergency contact details
- Attendance
- Observation, planning, and assessment records for your child which may include photos and videos to record progress
- Records relating to care for your child
- Accidents and injury details for your child
- Records relating to any incidents or concerns
- Relevant medical information such as allergies
- Ethnicity, for equal opportunities monitoring
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Why we use this data

We use this data to help run the Nursery, including to:

- Meet the needs of your child and ensure they are progressing in their development
- Keep your child safe
- Get in touch with you when we need to
- Enable you to book hours of childcare and receive the appropriate funding
- Track how well the Nursery as a whole is performing

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are:

- we have a contract with you to provide childcare *(Article 6(1)(b) of UK GDPR)*
- we need to comply with the law *(Article 6(1)(c) of UK GDPR)*

Sometimes, we may also use your personal information where:

- you have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR)*
- we need to protect your interests (or someone else's interest) e.g., in a life-or-death situation *(Article 6(1)(d) of UK GDPR)*

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary to fulfil our work with you. The legal basis here is *Article 9(2)(i) of UK GDPR.*

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Data sharing

We do not share personal information about you or your child with anyone outside the Nursery without permission, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Who we share with	**Why we share**
Our local authority	For funding and monitoring reasons, such as equal opportunities and update of funded hours. We may also seek support from LA teams such as the SEN support service
Regulatory bodies e.g. Ofsted	To ensure compliance and the safety and welfare of children
Schools after you leave our Nursery	To ensure a successful transition by transferring information about your child's progress and current level of development
Health and social welfare organisations	When completing necessary referrals in order to support your child's learning and development

International transfers of personal data

We have audited where we store all the personal data processed in the Nursery and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the Nursery.

How we store this data

We will keep personal information about your child while they attend our Nursery. We may also keep it after they have left the Nursery where we are required to by law. If you move to a new Nursery, we will transfer information to your next setting.

Our record retention schedule/records management policy is based on the National Day Nurseries Association guidance and sets out how long we keep information about children.

Your rights

How to access personal information we hold about you and your child

You can find out if we hold any personal information about you and your child, and how we use it, by making a 'subject access request',

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with
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Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at https://ico.org.uk/concerns/
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: dposchools@somerset.gov.uk

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