

## Privacy Notice – Waiting list

### Who is the Data Controller?

Walsall College is the “data controller”, the designated Data Protection Officer is Gurpreet Sandhu. If you have any questions about this Notice or the ways, in which yours or your child’s personal information is processed. Please contact the Data Protection Officer on 01922 657014 or [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk).

This notice applies to parents and children who wish to apply for a place to attend Little Professors Nursery. This notice does not form part of any contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the Data Protection Legislation.

### What personal information does Walsall College collect?

#### Children:

We will collect, store and use the following categories of personal information about children:

- Name
- Date of birth
- Home address

#### Parents

We will collect, store, and use the following categories of personal information about parents:

- Name
- Age range
- Home address
- Telephone numbers, and personal email addresses

The setting holds this personal data, and uses it to:

- Allocate places to children
- Provide information on place allocation / funding options

### Why do we collect personal information?

We collect personal information about you and your child to decide if we are able to allocate you an appropriate placement at the nursery and inform you about funding options that apply .

We will process your personal data because you have asked us to be on our waiting list and this is a necessary stage before entering into a contract with the nursery.

We will also use your personal data to consider and inform you of potential options for funding of nursery place(s), this is necessary for the nursery to pursue its legitimate interests. We are satisfied that this processing does not cause unjustified harm, or adversely affect individual's interests, rights and freedoms.

If you are allocated a place at the nursery your personal data will be subject to a separate Privacy Notice which can be viewed on the Privacy Notice page on our website.

## For how long does the organisation keep data?

Information is securely stored within the nursery for a period of 1 year from the date you applied for a place within the Nursery, before being disposed of/deleted from electronic systems.

## What rights do you have?

Under Data protection legislation, parents and children have the right to:

- Access and obtain a copy of your personal information on request.
- Request personal information that is incorrect or incomplete to be updated.
- Require the College to stop or delete the processing of personal information, for example, where data is no longer necessary for the stated purposes of processing (specific circumstances).
- Obtain and reuse your personal information for your own purposes across different services (limited circumstances).
- Object to the processing of personal Information (specific circumstances); and
- Object to automated decisions including profiling

If you would like to exercise any of the above rights, please visit our Individual Rights page at [www.walsallcollege.ac.uk](http://www.walsallcollege.ac.uk)

## Who can I complain to?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer, or you can complain directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Changes to the Privacy Notice

This privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect yours and your child's privacy. We reserve the right at all times, to update, modify or amend this Notice. This Privacy Notice was last updated on 11 June 2018.