

Nursery Privacy Notice

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.

This notice applies to parents and children who 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.
- Dietary requirements.
- Attendance information.
- Photographs
- Emergency contact details.
- Online learning journey records
- Records relating to individual children
- Records of any reportable death, injury, diseases or dangerous occurrence.
- Information about a child's race or ethnicity, spoken language and nationality.
- Information about a child's health, including any medical condition, health and sickness records.
- Information about child's accident or incident reports including reports of accidents at home.
- Information contained on incident forms/ child protection referrals forms/ child protection case details/ reports.
- Parental responsibility / courts orders pertaining your child.

Parents

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

- Name.
- Home address.
- Telephone numbers, and personal email addresses.
- National Insurance Number.
- Employment details.
- Conversations with Parents relating to safeguarding / security concerns
- Information from previous settings

Why do we collect personal information?

We collect personal information about you to effectively manage your child's learning and to meet our statutory obligation as an educational setting. Walsall College is committed to being transparent about the data it collects and uses that data lawfully in line with its data protection obligation. The lawful basis we rely on are: Legal obligation, fulfilling a public function, consent and where it is necessary for the performance of our contract with you.

We carry out the following as part of our legal obligations:

- Create records of individual children's learning and development.
- Monitor and report on individual children's progress.
- Data sharing with other local authority and national regulators
- Process safeguarding related data about your child, should we have any concerns.

We carry out the following in order to fulfil our public function of teaching and learning

- Assess the quality of the service we provide.
- Provide appropriate pastoral care.
- Ensure that the setting receives appropriate funding, including supplementary payments for children with Special Educational Needs and Early Years Premium.
- Meet funding requirements for early years places in Walsall.
- Ensuring that the setting is administering the funding/ free entitlement appropriately.

We record the following with your consent

- record your child's activities for their individual learning record using consent photographs and videos.
- Details of nursery transition

Who has access to the personal information?

Access to information is conducted on a strictly need to know basis. Information is held securely and confidentially. We will share required information about children or

parents using the nursery where it is either a legal obligation, required to fulfil our public function or where we have your consent. Information about you, your child(ren) and your partner (if applicable), will be shared securely with the Walsall College (Finance), Walsall Council and or Ofsted for the following reasons:

- Apply for Early Years Pupil Premium
- Apply for Disability Access Fund as per any allocations
- Validating 'additional' hours entitlement.
- Review Nursery practices.
- Payment of nursery fees

Where we use an external 3rd party for the administration of online services information is shared lawfully fairly and securely. We currently use Tapestry Online Journal services.

For how long does the organisation keep data?

Information is securely stored within the nursery for a period of 7 years from the date your child leaves the setting, before being disposed of/deleted from electronic systems.

In some instances, such as child protection, or other support service referrals, we are obliged to the personal information for longer if it is necessary to comply with our legal obligations.

What rights do you have?

Under Data protection legislation, parents and children have the right to be informed about how and why your and your child's personal information is being processed and that is why we include the information in this privacy notice.

You also 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

Consent

- Where you have consented to processing to take place, you can withdraw your consent at any time by contacting the Nursery Manager [at 01922 657000](tel:01922657000) or gearp@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 in the first instance by contacting 01922 657014 or dataprotection@walsallcollege.ac.uk, 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.