



**Little Learners**  
NURSERY GROUP



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# Privacy Notice

Reviewed: July 2021

To be reviewed: July 2022



## **Privacy Notice for Little Learners Nursery Group**

Little Learners Nursery Group is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### **Who Collects This Information**

Little Learners nursery is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about children.

### **The Categories of Information That We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and FEEE funding information);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Progress and assessment information;
- Behavioural information;
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- Images of children engaging in nursery activities, and images captured by the CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Finance information;
- Child protection, safeguarding, accident, and medical forms;
- Sleep charts and communication books.

### **Collecting This Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain child information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.



### **How We Use Your Personal Information**

We hold children's data and use it for: -

- Selection (and to confirm the identity of prospective children and their parents);
- Providing education services and extra-curricular activities to children, and monitoring their progress and educational needs;
- Informing decisions such as the funding of the nursery;
- Assessing performance;
- Safeguarding children's welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Managing internal policy and procedure;
- Enabling children to take part in assessments and to record achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the nursery's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the IT security policy;
- Making use of photographic images of children in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the nursery's purposes, including to obtain appropriate professional advice and insurance for the school.

### **The Lawful Basis on Which We Use This Information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.



### **Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share children's information with: -

- Ofsted;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why We Share This Information**

We do not share information about our children with anyone without consent unless otherwise required by law.

### **Storing child Data**

The nursery keeps information about children on computer systems and sometimes on paper.

Except as required by law, the nursery only retains information about children for as long as necessary in accordance with timeframes imposed by law and our internal policy. If you require further information about our retention periods, please let the Nursery Manager know who can provide you with a copy of our policy.

### **Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Children will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).



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### **Requesting Access to Your Personal Data**

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, [or be given access to your child's record], contact the Nursery Manager.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the Nursery Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Nursery Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Nursery Manager in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Nursery Manager, then you can contact the DPO on the details below: -

DPO: David Powell

Sapphire Skies Ltd, Pendragon House, 65 London Road, St. Albans, Herts., AL1 1LJ

Email: [dpo@sapphireskies.co.uk](mailto:dpo@sapphireskies.co.uk) 07479 266645

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.



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**Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.