



Batford Day Care

Privacy Notice – Children and Parent/Carer Data

What is this Privacy Notice for?

Batford Day Care is committed to protecting the privacy and security of personal information. We collect data and information about our children and their parents/carers so that we can run effectively as a day care provision.

This privacy notice explains how and why we collect data, what we do with it, who we share it with and what rights parents have.

Why do we collect and use child and parent information?

We are required to submit assessment of children's progress to the Local Authority as well as other regulatory bodies. We also use the data to support our function of running a day care provision and for safeguarding purposes.

We process information about parents/carers as part of our legal obligation to provide an education for our children, to support our function of running a day care provision and for safeguarding purposes.

Where we collect data not covered by these reasons, *e.g.* for publishing photos on our website, we will ask for your consent. This consent can be withdrawn at any time.

What information do we collect, hold and share?

Children

This is a wide range of information from name, date of birth, ethnicity, *etc.* to attendance, assessment, medical and safeguarding information

Parents/Carers

This will include personal information such as name, name, address, telephone number and email address.

It could also include information relating to your identity, marital status, employment status, religion, ethnicity, language, medical conditions and free school meal/pupil premium eligibility/entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils.

How long do we keep the information?

We hold pupil data securely for specific periods, as recommended by both national and local guidelines.

We will only retain parent/carers' personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements, as recommended by both national and local guidelines.

Certain types of data may be held for longer, *e.g.* safeguarding records.

Who do we share information with about children?

We may share information regarding children with the Local Authority, and other bodies and organisations, including Batford Nursery School.

We routinely share parent/carer information with settings that children attend after leaving us.

We do not share information about children or parents/carers with anyone without consent unless the law or our policies allow us to do so.

When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required.

How can you request access to the information we hold about your child?

Parents have the right to request access to information that we hold about them or their child via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact Zoe Price (Day Care Business Manager) zoe.price@batfordnursery.herts.sch.uk

The legal timescale for Batford Day Care to respond to a Subject Access Request is one calendar month. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

For more information about Data Protection Regulations and your rights see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have a concern about the way we are collecting or using your personal data, please raise this with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

Zoe Price, Day Care Business Manager at zoe.price@batfordnursery.herts.sch.uk

A more detailed version of this Privacy Notice is available on request.