

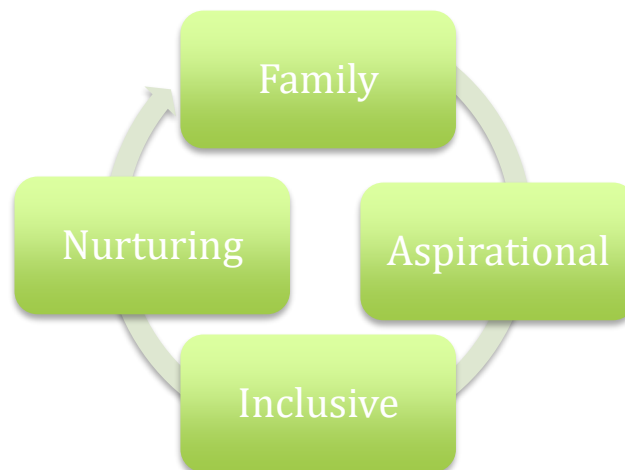


Tenterfield Nursery School

Privacy notice for parents and carers

Based on Model Policy	Schools DPO Service
Review body:	Headteacher
Date issued:	March 26
Review frequency:	Every Two Years
Review Date:	March 28
Target audience:	Parents & Carers
Signed Headteacher:	Vicky Beare

Values



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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London Road, Welwyn, Hertfordshire, AL6 9JF



At **Tenterfield Nursery School**, we take your child's privacy seriously. This notice explains how we collect, use and protect personal information about pupils.

Tenterfield Nursery School is the **data controller** for the personal data we hold.

Our Data Protection Officer is **Richard Maskrey**, Managing Director of School Consulting Ltd.

What information we collect

We may collect and use the following information about your child:

- Name, date of birth and basic personal details
 - Parent and carer contact details
 - Attendance records
 - Learning and development assessments
 - Behaviour records
 - Safeguarding information
 - Medical or dietary information
 - Special educational needs information (if applicable)
 - Photographs or videos used for learning records or displays
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Why we collect this information

We use this information to:

- Support your child's learning and development
 - Keep children safe and provide appropriate care
 - Communicate with parents and carers
 - Manage nursery places and attendance
 - Meet our legal duties as an education provider
 - Improve the quality of our provision
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Systems we use

Like most schools and nurseries, we use secure digital systems to manage information and communicate with families.

These may include:

- **ClassDojo** – to communicate with parents and share updates about children's learning
- Our **school management system** – to securely store pupil records
- Safeguarding and administration systems used by the nursery

All systems we use follow data protection requirements and only authorised staff can access pupil information.

Who we share information with

We may share information with organisations where required by law or where necessary to support your child, including:

- Our **local authority**
- The **Department for Education**
- Health professionals or safeguarding partners (where appropriate)

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We do **not sell or share personal data for marketing purposes.**

How we keep information safe

We have security measures in place to protect personal data from being lost, misused or accessed without permission.

We only keep information for as long as necessary in line with our **data retention policy.**

Your rights

Under UK data protection law, parents and carers have the right to:

- Request access to personal information we hold about their child
- Ask for incorrect information to be corrected
- Request deletion of data in certain circumstances
- Raise concerns about how data is used

You also have the right to complain to the **Information Commissioner's Office (ICO).**

Contact us

If you have any questions about how we use personal data, please contact our Data Protection Officer:

RichardMaskrey

Managing Director – School Consulting Ltd

Website: www.schoolconsulting.co.uk

Telephone: 07779 615159

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