

07.1a Privacy notice

Watcombe Childrens Centre Nursery's Privacy Notice

Who processes your information?

Watcombe Childrens Centre Nursery is the data controller of the personal information you provide to us. This means the Nursery determines the purposes for which, and the manner in which, any personal data relating to Children and their families is to be processed. Nik Salter acts as a representative for the Nursery regarding its data responsibilities; can be contacted on 01803 316959 or admin@wpscc.co.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the Nursery to share your data. Where the Nursery outsources data to a third party processor, the same data protection standards that Watcombe Childrens Centre Nursery upholds are imposed on the processor.

Why do we collect and use your information?

Watcombe Childrens Centre Nursery holds the legal right to collect and use personal data relating to Children and their families, and we may also receive information regarding them from their previous setting, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- EYFS Statutory Guidance

In accordance with the above, the personal data of Children and their families is collected and used for the following reasons:

- To support Childrens learning
- To monitor and report on childrens progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard Children
- Invoicing, and, or, making funding claims

Which data is collected?

The categories of children information that the Nursery collects, holds and shares include the following:

- Personal information – e.g. names, children numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information – e.g. number of absences and absence reasons

- Development information – e.g. observations and development
- Relevant medical information
- Information relating to SEND

Whilst the majority of the personal data you provide to the Nursery is mandatory, some is provided on a voluntary basis. When collecting data, the Nursery will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the Nursery will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to Children at Watcombe Childrens Centre Nursery and their families is stored in line with the Nursery's GDPR Data Protection Policy, and the Retention Periods Policy.

In accordance with the GDPR, the Nursery does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The Nursery is required to share Children' data with the Local Authority on a statutory basis.

Watcombe Childrens Centre Nursery is required by law to provide information about our Children to the LA as part of statutory data collections, such as the Nursery census. The LA may share information about our Children with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The LA has robust processes in place to ensure the confidentiality of any data shared is maintained.

Watcombe Childrens Centre Nursery will not share your personal information with any third parties without your consent, unless the law allows us to do so. The Nursery routinely shares Children' information with:

Children' destinations upon leaving the Nursery

- The LA
- The NHS
- The DfE
- Sure-Start provider
- HMRC
- Other outside agencies

What are your rights?

Parents and Children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Watcombe Childrens Centre Nursery uses your personal data.
- Request access to the personal data that Watcombe Childrens Centre Nursery holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Watcombe Childrens Centre Nursery and/or the LA is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please visit our website (www.watcombenursery.co.uk)