



Absolute Angels Montessori Nursery **Data Privacy Notice for Children and Parents**

What is the Purpose of This Document

Absolute Angels Montessori Nursery (“the Nursery” or “we”) is committed to protecting the privacy and security of your personal data. We want to be open and transparent about how we collect, process and protect your data which is set out in this privacy notice, in accordance with the General Data Protection Regulation (GDPR).

Chief Privacy Officer

The Nursery has appointed a Chief Privacy Officer who is responsible for the personal data that you submit to us.

The Chief Privacy Officer (CPO) for the Nursery is Carole Burr.

Data Protection Principles

Under the GDPR, the data protection principles set out the main responsibilities for the Nursery. Personal data shall be:

- a) Used lawfully, fairly and in a transparent way.
- b) Collected for specified, legitimate and explicit purposes and not further processed in any way that is incompatible with those purposes.
- c) Relevant and limited to the purposes that we have told you about.
- d) Accurate and kept up to date.
- e) Kept only for as long as is necessary for the purposes which the personal data is processed.
- f) Kept securely.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address and contact details, carers’ details, emergency contact details).
- Characteristics (such as ethnicity, language(s) spoken, nationality, country of birth, religion).
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information).
- Observation, planning and assessment records.
- Where children go after they leave us.
- Any special educational needs or disabilities, as well as relevant medical and dietary information.
- Accidents and pre-existing injuries.
- Photographs of the child for general display purposes.

- Child protection referral forms / child protection case details / reports.

The categories of parent/carer information that we collect, hold and share include (including those of more sensitive personal information):

- Personal information (such as name, address and contact details, NI number).
- Information about race or ethnicity, language(s) spoken and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the Government's Prevent Strategy.

How we use personal information

We collect and hold personal information relating to our Children and Parents from when the initial enquiry is made by the Parents, through the enrolment process and until the Children leave the Nursery. We may also receive information from previous Nurseries, the local authority and/or the Department for Education (DfE).

We will only use this personal data when the law allows us to. Most commonly in the following circumstances:

- To support children's learning
- To support children's welfare
- To monitor and report on children's progress
- To assess the quality of our provision
- To process any complaints;
- To protect vulnerable individuals;
- For the prevention and detection of crime
- To enable appropriate funding to be received
- To share with schools for progression into the next stage of their learning.
- To pass on information relating to the running of the Nursery.

Who we share data with

We may pass data to:

- The local authority – for funding and monitoring reasons.
- Settings that a child attends after leaving the Nursery.
- The Department for Education (DfE).
- Third-party organisations, as allowed by law.
- Agencies with whom we have a duty to co-operate.
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children.

Data Disposal

Personal data will not be retained by the Nursery for longer than necessary in relation to the purposes for which it was collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools:

<https://irms.site-ym.com/page/SchoolsToolkit>

Disposal of IT assets holding data shall be compliant with ICO guidance:

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf

Data Access Requests (Subject Access Requests):

All individuals whose data is held by the Nursery, have a legal right to request access to such data or information about what is held. Requests should be made in writing to The Principal, Sarah Rowledge. We shall respond to such requests without undue delay, but within one month.

Photographs

Images of pupils may be captured at appropriate times and as part of educational activities for use in the Nursery only.

Unless prior consent from parents/pupils/carers has been given via the Image Consent Form, the Nursery shall not utilise such images for publication or communication to external sources.

Rights

You have the right to:

1. Be informed of data processing (which is covered by this Privacy Notice)
2. Access information (also known as a Subject Access Request)
3. Have inaccuracies corrected.
4. Have information erased (where there is no good reason for us to continue processing the data. The Nursery Child Protection Policy will always take precedent over this right)
5. Restrict processing of your personal information (The Nursery Child Protection Policy will always take precedent over this right)
6. Data portability (this is unlikely to be relevant to nurseries)
7. Intervention in respect of automated decision making (automated decision making is rarely operated within nurseries)
8. Object to processing of your personal information ((The Nursery Child Protection Policy will always take precedent over this right)

To exercise any of these rights, please contact the CPO.

Right to Withdraw Consent

In the limited 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 CPO. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purposes you originally agreed to, unless we have another legitimate basis for doing so by law.

Changes to this Privacy Notice

We reserve the right to update the Privacy Notice at any time, and will provide you with a new one 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.

If you have any questions about this Privacy Notice, please contact Carole Burr, Chief Privacy Officer, Absolute Angels Montessori Nursery.