

Westacre Montessori School

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GDPR Privacy Notice

We take our and your privacy very seriously and have updated all our records to comply with the General Data Protection Regulation (GDPR) from 25th May 2018, the new data protection standard .

This privacy notice provides detailed information about the processing of personal data of children and of children's parents / carers.

Categories of children's information that we collect, hold and share include :

Personal information (such as name , address, date of birth)

Characteristics (such as language , nationality and country of birth .)

Attendance information (such as sessions attended , number of absences and absence reasons)

Observations and assessment information and tracking of progress .

Information on special educational needs and disabilities .

Referrals to other services .

Safeguarding information .

Photos and images including cctv.

What is known as Special Category Personal Data (SCPD) eg concerning health , medical information ethnicity , religion or biometric data .

We also collect and hold and share some personal information , including SCPD in respect of the children's parents / guardians including names , addresses ,contact numbers and email addresses . As a school we need to process SCPD and we do so in accordance with the applicable law and /or by explicit consent .

Why we collect and use this information

We use the children's and parents data to :

Support their learning and development , to enable staff to plan suitable activities to extend their knowledge and skills

Ensure all children are safe within our childcare provision

Monitor and report on their progress

Provide appropriate behavioural and emotional support as required

Assess our service as a childcare provider

Comply with the law regarding data sharing (GDPR)

Meet the requirements of the EYFS

Making claims for funding

The lawful basis on which we use this information

We collect and use children's information under the following lawful bases:

Contract : the processing is necessary for the agreement we have with the parents/guardians of the child to provide education and childcare at our Nursery for the child

Legal Obligation: the processing is necessary for us to comply with the law (submitting data to statutory authorities)

Collecting children's information

While the majority of children's information you provide to us is mandatory , some of it is provided to us on a voluntary basis . In order to comply with the GDPR , we will advise you whether you are required to provide certain children's information to us or if you have a choice in this .

Contd.,

Storing children's data

We are required to hold children's data for a reasonable period of time after children have left the Nursery (eg until after the next OFSTED inspection) as a requirement under the EYFS. The Limitation Act 2008 recommends that we retain the data until the child reaches the age of 21- or until the child reaches the age of 24 for child protection records .

Your data will be held securely and will only be accessed by staff who are authorised to do.

Who we share children's information with.

We share children's information with :

Schools that the child attends after leaving our nursery

Other childcare providers which the child may be attending

Our local authority and the Department for Education(DfE)

Special educational needs co-ordinators

NHS services (health visitors and speech and language therapists)

Why we share children's information :

We do not share information about our children with anyone without your consent unless the law and our policies allow us to do it . We share information with the DfE on a statutory basis and are required to submit data to our local authority,(such as the Early Years Census). Norfolk County Council .

Data collection requirements

To be granted access to children's information , organisations must comply with strict terms and conditions covering the confidentiality and handling of data , security arrangements and the use of the data .

Contacting us ,raising concerns and requesting access to your personal data

Under data protection legislation , parents and children have the right to request access to the information about them that we hold . To make a request about you personal information or to be given access to your child's early years record , please contact

Rosie Reynolds in the first instance .

You also have the right to :

Object to processing of personal data that is likely to cause damage or distress

Prevent processing for the purpose of direct marketing

In certain circumstances , have inaccurate personal data rectified , blocked ,erased or destroyed .

If you have a concern about the way we are collecting or using your personal data we request that you raise the concern with us first . You can also make a referral,or lodge a complaint with the Informations Commissioner's Office (ICO) with whom we are already registered under reference : **29034695** although the ICO recommends that steps are taken to resolve this matter with us before involving them.

This privacy notice may be updated from time to time .

If there are any substantial changes that affect how we process your personal data we will contact you directly as far as practicable .

Rosie Reynolds. Data Protection Officer

Westacre Montessori School.