

<b>Privacy Notice - Nursery</b>	
Process owner:	Data Protection Officer
To ensure that:	Parents of children in the BCoT Nursery are aware of their rights and privileges under current data protection legislation
Which applies to:	All parents
Monitoring and evaluation:	Deputy Principal Finance & Resources

<b>Introduction</b>
The GDPR introduces changes to the rights of individuals and to the responsibilities of organisations. This document seeks to address these, and to update and replace the existing BCoT privacy notice.

<b>Scope</b>
This privacy notice applies to all parents of children in the BCoT Nursery.

Date Reviewed: May 2021		Date Review Due: May 2022
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## **Notice about how we use your personal information**

We are the data controller of personal information about you. We are Basingstoke College of Technology. Our address is: Worting Road, Basingstoke, Hampshire RG21 8TN.

Our Data Protection Officer is Greg Devereux-Cooke. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at [gdpr@bcot.ac.uk](mailto:gdpr@bcot.ac.uk) or via telephone on 01256 306492.

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation (“**GDPR**”) and the Data Protection Act 2018.

This notice sets out how we use your personal information when you register with the Nursery and in particular:

- the information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside of Europe; and
- your rights over your personal information.

### **THE INFORMATION THAT YOU GIVE US**

We will collect personal information from you when you enrol your child in the BCoT Nursery. This will be your: name; address; date of birth; phone number; email addresses; next of kin and contact details; bank details.

We will also collect the following details for your child/children: name; date of birth; ethnicity; religious practices; languages spoken; medical information; special educational needs; disabilities; learning difficulties.

### **THE USES MADE OF YOUR PERSONAL INFORMATION**

We will use your personal information set out above as follows:

- for communicating with you, including marketing purposes;
- for safeguarding nursery students;
- for carrying out our role as carers and educators of your children;

We will use your child/children’s information as follows:

- to provide proper care as is our responsibility;
- to ensure where possible we follow and celebrate religious festivals;

We treat all personal information with confidentiality and we do not use it for any other purposes.

### **THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION**

We collect and use your personal information on the basis that it is necessary for performing our contract with you. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations.

Where we collect your child/children's special category personal information, we do this on the basis that there is a substantial public interest for us to do so and it is necessary for the purposes of carrying out our legal safeguarding obligations. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics, information about their physical, physiological or behavioural characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records).

### **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We will not keep your personal information for longer than we need it for the purposes we have explained above.

We keep financial records detailing Nursery payments for 7 years. We keep your children's data for 21 years, although this is archived the year after they have left our care.

### **HOW WE SHARE YOUR PERSONAL INFORMATION**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

#### **Organisation / type of organisation:**

- Hampshire County Council

#### **Purpose:**

- To support and claim Early Years Education funding.

#### **Organisation / type of organisation:**

- Multiple agencies such as Speech and Language Therapist, Occupational Health, Portage, Paediatricians, SFYC Inclusion Team

#### **Purpose:**

- To support children with Special Educational Needs and Disabilities (SEND). It is difficult to define one organisation for this as each child and their needs will be different.

#### **Organisation / type of organisation:**

- Care to Learn

#### **Purpose:**

- To support claims for childcare funding for students aged 16-19 from the government.

#### **Organisation / type of organisation:**

- Local Schools

#### **Purpose:**

- During the transition from nursery to reception class we will share with the school data about your child to assist the transition process, which may include visits by members of staff from that school. It is difficult to define a single school as this will be dependent on the choice of you, the parent.

**Organisation / type of organisation:**

- FirstSteps Software, Leicester, LE19 4SA

**Purpose:**

- The setup, use and maintenance of FirstSteps software used to record your children's time in the Nursery, including attendance, observations and assessments.

**Organisation / type of organisation:**

- The Foundation Stage Forum Ltd, Lewes, BN7 1EL

**Purpose:**

- The setup, use and maintenance of Tapestry, an online learning journal that allows us to share with you photographs and for you to track progress.

**HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE**

We do not store or transfer your personal data outside of Europe. If it becomes unavoidable and data has to be stored outside of the EEA, it shall only do so when appropriate measures are in place to ensure the safety of your data, such as the US Privacy Shield scheme, that are of equivalence to the current UK data protection legislation.

**YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

**CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email or via the staff intranet.