

GREAT COATES VILLAGE NURSERY

Parents and staff - your rights with respect to your data

Here at Great Coates Village Nursery we are committed to upholding your rights in respect of your personal data.

Therefore, you have the following rights:

- ***Right to be informed*** – This is covered in our Privacy Notice. We will be open and transparent on why we use your personal information.
- ***Request access*** – You have a right to ask us what personal information we hold about you and to request a copy of your information that we hold. This is known as a 'SAR'. SARs need to be made in writing and we ask that your written request is accompanied by proof of your identity. We then have 30 calendar days to provide you with the information you have asked for.
- ***Right to rectification*** – You can ask us to rectify your personal data if it is inaccurate or incomplete. Please help us to keep our records accurate by keeping us informed if your details change.
- ***Right to erasure*** – Also known as 'Right to be forgotten'. You can request that we delete data where there is no reason for its continued use. We have guidelines on record retention which we will continue to follow.
- ***Right to portability*** – request that we transfer your, and your child's personal data, to another person i.e. North East Lincolnshire Council, another Nursery or School (this is always done securely).
- ***Right to object*** – You can object to your data being used for anything other than information required during your child's time in Nursery.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about the above please contact us.

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