

GREAT COATES VILLAGE NURSERY

‘PRIVACY NOTICE’

	<i>Here at Great Coates Village Nursery we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.</i> <i>This Privacy Notice explains what personal data we collect, why we collect it, how we use it and how we protect it.</i>
Data Controller	Mrs Sue Broughton
Our contact details:	Great Coates Village Nursery Station Road, Great Coates, Grimsby, N E Lincs, DN37 9NN Tel: (01472) 231231 email office@gcv.nelcmail.co.uk Website: www.greatcoatesnursery.com
The purpose we collect and process your personal data is	• To support pupil learning • To comply with the law regarding data sharing • To safeguard pupils • To contact you in case of emergency • To support your child’s wellbeing and development • To manage any special educational, health or medical needs of your child whilst at Nursery • To carry out regular assessment of your child’s progress • To monitor and report on pupil progress e.g. Department for Education (DfE) • To maintain contact with you about your child’s progress and respond to any questions you may have • To process your claim for up to 30 hours free childcare (only where applicable) • To keep you updated with information about our service With your consent we will also record your child’s activities for their individual learning record. This may include photographs. We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be transferring to.
CCTV monitoring	We use CCTV equipment to provide a safe and more secure environment for our staff, children and visitors and to monitor the security of the site.

Using your personal information for other purposes	We will not process your personal data for any other purpose other than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.
Organisations acting on our behalf to process your personal data	SIMS, 2SIMPLE, NELC, DfE
The fair and lawful basis we are processing your personal data on is	On the 25 th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be: Article 6: Personal data processed on the basis of: c. Processing is necessary for compliance with a legal obligation to which the controller is subject. Article 9: Special categories of personal data processed on the basis of: c. Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
Am I required to provide Great Coates Village Nursery with my personal data	We need your personal data to allow us to provide Early Years Education to your child.
Does the Nursery's processing of my personal data involve automated decision-making, including profiling?	No
Can I withdraw my consent for processing	You can withdraw your consent for the processing of your personal data at any time although your child's data enables us to provide statutory education to your child.
Who we will share your personal data with	We routinely share pupil information with: • North East Lincolnshire Council • Schools that your children attend after leaving us • Department For Education (DfE) • Ofsted (during an inspection) • 30 hours provided by NELC Early Years Team (if applicable)

How long we will retain your personal data for	We hold your child's data for 3 years (which covers their time in Nursery plus 1 year after leaving). Medication records and accident records are kept for longer according to legal requirements.
What are my rights in relation to my personal data?	You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances. More information on your rights can be found on our website: www.greatcoatesnursery.com
Who can I complain to?	If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an internal review. If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/
Contact details for our Data Protection Office	Data Protection Officer Email: Transparency@nelincs.gov.uk Tel: (01472) 323372 Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU

Reviewed every 2 years.
Summer term 2020
To be reviewed Summer term 2022

Policy Review Record

- ❖ Policy reviewed & agreed by the Governing Body at the **Summer Term meeting 13/7/20**.
Name of Data Protection Officer replaced with role.