



## **BAYLIS COURT NURSERY SCHOOL PRIVACY NOTICE: HOW WE USE PARENT/CARER**

To run our school Baylis Court Nursery collects and uses information about parents/carers.

Much of the information we collect is classed as 'personal data'. Our use of it is governed by laws such as the Data Protection Act 2018 and the UK GDPR

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have relating to the information.

This Privacy Notice applies to all data, regardless of whether it is in paper or electronic format.

### **Definition of Parent**

The term 'parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives, or whether the pupil has contact with that parent) and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is, therefore, possible for a pupil to have several "parents" under education law.

This privacy notice also covers other members of pupils' families that we may process data about from time to time, including, for example, siblings, aunts, uncles, and grandparents.

### **What Information do we collect and use about parents/carers?**

The categories of parent/carer information that we collect, process, hold, and share include but are not limited to:

- Personal information such as name, address, telephone numbers and email address, other named family/friend contact details
- Information relating to your identity - e.g. DBS checks for volunteers and parent club providers.
- Eligibility for free school meals, pupil premium, entitlement to certain benefits
- National Insurance Number
- Information about court orders in place affecting parenting arrangements for pupils.

We may also collect, store and use information about you that falls into 'special categories', or more sensitive personal data. This may include information about (where applicable, necessary and appropriate):

- Nationality/ethnicity
- Religious beliefs
- Sexual orientation
- Political opinions
- Disability - health and access requirements.

In certain circumstances, we may also process information relating to criminal proceedings/convictions or child protection/safeguarding issues. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

### **Why we collect and use parent/carer**

We collect parental/carer information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School, and ensure that all relevant legal obligations of the School are complied with. For example, we collect information:

- to decide who to admit to the school
- to maintain a waiting list
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for the protection and welfare of pupils and others in the school, including our safeguarding/child protection obligations.
- for the safe and orderly running of the school
- to promote the school
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, and other fundraising activities
- to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- in connection with any legal proceedings threatened or commenced against the school.

### **Collecting Parent/Carer information**

We collect parent/carer information from:

- Application/admissions forms
- Authorisation for trips and other enrichment activities

We may also obtain information about you from other sources including written or verbal communications. This may include information from other stakeholders, the local authorities and other professionals or professional bodies, including the police and the Courts.

In addition, we also use CCTV cameras in and around the school site for security purposes and the protection of staff, pupils, and other stakeholders.

While most of the information we collect is mandatory, some information may be provided voluntarily. Whenever we seek to collect information, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying. If you fail to provide certain information when requested, we may be prevented from complying with our official or legal obligations.

## **Our lawful bases for processing parent/carer data**

Under the UK GDPR), the lawful bases we rely on for processing parent/carer information are:

- to comply with the law
- to protect the vital interests of the data subject or another person
- for the performance of a task in the public interest or for our official functions, and this task or function is lawful
- for our legitimate interest where we are not acting in our official capacity as a Nursery School

We process special category data:

- to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- if relevant personal data are manifestly made public by the data subject
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest, based on domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- where it is necessary for reasons of substantial public interest in the area of public health, such as in a pandemic
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

## **Consent and the right to withdraw consent**

We may process personal data in compliance with the above lawful bases, where this is required or permitted by law and our School policies.

We will ask parents/carers for consent to process personal data where there is ***no other lawful basis*** for processing it.

If we do request consent, we will provide full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. Parents/carers are under no obligation to do so.

If consent is given parents/carers have the right to withdraw that consent at any time. To withdraw consent please contact the School in writing using the details below.

## **Criminal Proceedings/Convictions or Child Protection/Safeguarding Issues.**

This information is not routinely collected and is only likely to be processed by the School in specific circumstances relating to specific students. For example, if a child protection issue arises or if a parent/carer is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer (LADO) and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

## **CCTV**

We use CCTV in various locations around the site. The purpose of the CCTV system is to prevent crime and promote security and public safety. If in the event of viewing CCTV for the specified purpose, a safeguarding or criminal action is observed, the CCTV images can and may be used to support any subsequent investigation.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are visible and accompanied by prominent signs explaining that CCTV is in use.

CCTV images will be retained for 20 days. After this period images will be permanently overwritten unless they are required and retained for an ongoing investigation. For example, if an incident or crime has been recorded. In such cases, the images will be retained until the conclusion of any actions or criminal proceedings arising from the incident.

Any enquiries about the CCTV system should be directed to the Headteacher

## **Storage and Retention**

All personal data is stored securely and accessed on a need-to-know basis by authorised staff.

We will hold parent/carer personal data only for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements.

Details of retention periods for different aspects of your personal information are available in our Data Retention Schedule.]

## **Who we share Parent/Carer information with**

We do not share parent/carer information with anyone **unless** the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we share personal information about parents/carers with:

- The Department for Education in compliance with our legal obligations to provide information about students and parents as part of statutory data collection;
- the Local Authority and its services
- NHS/School nurse
- schools that pupils attend after leaving us

From time to time, we may also share parent/carer information with other organisations including:

- Governors
- the Police and law enforcement agencies
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers
- Courts, if ordered to do so

- Prevent teams under the Prevent Duty on Schools
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- our legal advisors
- our insurance providers

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your personal data.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data-sharing process, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

We also share limited personal data with third-party service providers who require access to data to perform contracted services. These service providers include

- Contractors, such as school meal providers and payment processing providers
- Educational software providers such as the School Information Management System, Tapestry, etc.
- Any other service providers we will inform you of from time to time

These third-party service providers act as data processors on the School's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

### **Transferring Data Outside The UK**

We do not routinely share data with organisations outside the UK. Where this may be necessary, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless such transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

### **Data Security**

We have put in place appropriate organisational and technological security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Individual rights**

Under data protection law parents/carers have rights relating to the personal data held by the School, including:.

- the right of access - You have the right to ask us for copies of your personal information.
- the right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- the right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- the right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- the right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- the right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or directly to you, in certain circumstances.

For more information about individual rights please see [here](#)

There is no charge for exercising your rights. If a request is made, we have one calendar month to respond.

Please contact the School directly if you wish to exercise any of your rights (see 'Contacts', below).

## **Concerns & Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or you have any other concerns about our data processing, please raise this with us in the first instance.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at the address below.

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Call: 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contacts**

If you have any questions, or concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer

**Data Controller** Baylis Nursery School  
**Email:** post@baylis-nursery.slough.sch.uk  
**Tel:** 01753 521917  
**Address:** Oatlands Drive, Slough SL1 3HS

**Data Controllers Representative:** Mrs A McElwee, Headteacher  
**Tel:** 01753 521917  
**Email:** head@baylis-nursery.slough.sch.uk

**Data Protection Officer:** Dee Whitmore  
**Email:** DPOService@schoolspeople.co.uk  
**Tel:** 01773 851 078  
**Address:** The Schools People. 44 Tyndall  
Court, Peterborough. PE2 6LR

### **Changes to this Privacy Notice**

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

From time to time, we may also notify you in other ways about the processing of your personal information.

Effective Date: May 2018  
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