

Website Privacy Notice

This privacy notice tells you about the information we collect when you use our school website- www.bayliscournurseryschool.co.uk

In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, why and how we use your personal data and the rights you have over your data.

Who are we?

We are Baylis Court Nursery School.

Our address is Oatlands Drive, Slough, SL1 3HS

You can contact us by:



post at the above address



email post@baylis-nursery.slough.sch.uk



telephone (01753) 521917

Our Data Protection Officer is: The Schools People



email DPOService@schoolspeople.co.uk



telephone (01773 851078)

How we use your information

Click on the links below to jump directly to your topic of interest

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When you use our website

When you use our website, we may collect certain information about you and your use of our website. Some information is collected directly by our data collection functions (see Collecting your personal data, below). Other data is collected by cookies. These cookies have various purposes. They ensure the website functions correctly, they collect useful information about our website visitors, and they help to make your user experience better. For more information on how we use cookies please see our [Cookie Policy](#)

Collecting your personal data

Our website offers visitors an enquiry form via the “Contact Us” function and the opportunity to sign up for the school newsletter.

When you submit an enquiry we ask for your name, email address, telephone number and the nature of your query. We use this information to respond to your query, including providing you with any requested information about our school. We may also email you several times after your enquiry to follow up on your enquiry and ensure that we have answered your query to your satisfaction. We keep enquiry emails for 1 year, after which they are securely deleted.

When you sign up for the school newsletter we ask for your name and email address. We use this information to manage your subscription to the newsletter. You may unsubscribe at any time and we will delete your subscription details at the earliest opportunity.

Sharing Your Personal Data

We do not share personal data unless the law and our policies permit us to do so.

We may share limited personal data with specific staff members who require access to your personal data to respond to your query.

We may also share limited personal data with our third-party service providers including:

- IT, website, and system administration services
- Professional advisers including auditors and insurers.

We will also share relevant data related to any unauthorised access to, or illegal activity on our website with the appropriate authorities and/or agencies.

We require all third parties with whom we share your data to respect the security of your personal data and to handle it appropriately under the data protection legislation. We only allow such third parties to process your personal data for specified purposes and under our instruction.

Third-Party Links

Our website may include links to third-party websites containing useful information from the LA/Government, learning resources, and social media.

Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and we are not responsible for their privacy notices. When you leave our website, we encourage you to read the privacy notice of every website you visit.

[Your Rights as a Data Subject](#)

You have certain rights relating to the personal information we collect about you. These rights include:

- **Access:** The right to request access to and receive a copy of your personal data. This is called a Subject Access Request (SAR)
- **Restriction:** You may ask us to pause processing your information (in certain circumstances)
- **Rectification:** You may request inaccuracies in your personal information be corrected
- **Erasement (the right to be forgotten):** You can ask us to delete your personal information (in certain circumstances)
- **Objection:** You may object to us processing your personal information (in certain circumstances)
- **Objection to marketing:** You have an absolute right to object to the use of your personal data for marketing purposes.
- **Withdrawal of consent:** Where we rely solely on your consent to process your information, you may withdraw consent at any time. Note this will not affect our use(s) of your personal information before you withdraw your consent

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

To submit a data subject rights request relating to your personal data, please contact us directly using the information provided in the [Who Are We](#) section of this notice, above.

[Your Right to Complain](#)

If you have a complaint or concern about our use of your information, please contact us directly in the first instance so that we can address any concerns you may have.

If we are unable to address your concerns to your satisfaction you may contact our Data Protection Officer by emailing DPOService@schoolspeople.co.uk. Alternatively, you may also contact the Information Commissioner's Office via their website at [ICO - make a complaint](#) or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

[Updates to this Privacy Notice](#)

We review this Privacy Notice on an annual basis or as necessary in response to changes in the data protection legislation and the wider regulatory environment, new website features, and changes in our processing activities.

We will update the version number and date of this document each time it is changed.

Agreed by Governing Body: 2nd November 2023
Review Date: 2nd November 2024