

Hagley Primary School Kindergarten



Privacy Notice

At Kindergarten we respect the privacy of our children, parents/carers, members of staff, students, visitors and volunteers. The personal information we collect is used only as necessary to maintain the service we provide and to communicate effectively. Our legal basis for processing personal information is so that we can fulfil the requirements of our setting.

Information held both electronically and in paper format is kept secure in a variety of ways including:

- Locked office
- Locked cabinets
- Electronically on devices which are log in and password protected
- and/or where it is necessary for staff to work from home, stringent procedures for transportation and safekeeping are in place

Data relating to children and their parents/carers which is no longer required* is deleted and/or disposed of once a child leaves Kindergarten. We use designated secure waste containers which can be found in the primary school.

Data is shared with Worcestershire County Council for the purpose of Nursery Education Funding and in the following circumstances with other organisations including where a child has a sibling/s who attends Hagley Primary School if we:

- have a safeguarding concern about a child
- are required to by government bodies or law enforcement agencies
- are required to by Children's services

In all of the above events we would have obtained prior parental permission unless to do so would place the child at significant risk of harm.

In addition and where parental permission has been given we will share and receive data from other setting/s where a child attends as well as on transition to and from Kindergarten. This also applies to health and other professionals.

Data relating to members of staff, students, visitors and volunteers is kept no longer than required. *See separate staff privacy notice.

We will use contact details shared with us to communicate via phone, letter and email in order to provide information about our Kindergarten and children.

We will use our visitor's book to ensure a correct record of adults on our premises is maintained. These details will be stored securely and for a period of time which is consistent with our registers of attendance.

Data subjects have the right to ask to see the data that is held concerning them and to ask for any errors to be corrected. Kindergarten will respond to all such requests within one month. Data can be asked to be deleted, but note that:

- we will not be able to continue to care for any child if we do not have sufficient information about them and/or their parents/carers
- even after a child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately, this also applies to visitors, volunteers, students and members of staff

In the event a data subject should have a complaint about how we have kept their information secure, or how we have responded to a request to access, update or erase their data, the complaint should be made to the Information Commissioner's Office (ICO).

** It is necessary for certain types of data (including records of complaints, accidents and attendance) to be kept for set periods after children leave our care.*

The nominated Privacy Officer for Kindergarten is: **Gail Hall**

This notice was written by Hagley Primary School Kindergarten on:

21st May 2018 and will be reviewed annually.

Signed: *Gail Hall*

Kindergarten Manager