

# 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.

Most of the personal information we process is provided to us directly by you for one of the following reasons

- You have applied for a place for your child at Hagley Primary Kindergarten
- You have provided the required information about your child to us
- You have made a complaint or enquiry to us
- You have applied for a job or voluntary position with us
- You are providing services or activities for the setting.

We also receive personal information indirectly, in the following scenarios:

- From other organisations, professionals, regulators or law enforcement bodies
- An employee of ours gives your contact details as an emergency contact or a referee
- A complainant refers to you in their complaint correspondence.

If it is not disproportionate or prejudicial, we'll contact you to let you know we have your personal information, why we have it and what we are doing with it.

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
- 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.

Please note that we do not intend to transfer your data to another country, unless required to for safeguarding reasons or to comply with government bodies or law enforcement agencies. We do no automated decision making or profiling.

Data subjects have the right to ask to see the data that is held concerning them, ask for copies of this information, ask for any errors to be corrected and incomplete information to be completed. Kindergarten will respond to all such requests within one month. Data can be asked to be deleted, or asked for that data not to be processed or the processing be restricted. However, please 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 we can't delete everything immediately. This also applies to visitors, volunteers, students and members of staff

For any data that you have given to us, you have the right that we transfer that information to another organisation, or give it to you. This applies only if we have your consent.

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 and Data Protection Officer for Kindergarten is: **Kayleigh Walker**

You can contact us via email, phone or post. Contact details are as follows:

Email: [kwalker@hagleyprimary.worcs.sch.uk](mailto:kwalker@hagleyprimary.worcs.sch.uk)

Phone: 01562 883280 (select the option for Kindergarten)

Post: Hagley Primary Kindergarten, Hagley Primary School, Park Road, Hagley, Stourbridge, West Midlands, DY9 0NS.

This notice was written by Hagley Primary School Kindergarten on:

01/04/2022 and will be reviewed annually.