

Fullbrook Nursery School

West Bromwich Road

WS5 4NN

(01922 721066)

Data Protection Officer: Head teacher A Flinders

Parents Privacy Notice: How we use your personal information

The ***purpose of collecting personal data*** is to:

- Enable children to access their free childcare entitlement
- Support your child's learning and development
- Monitor and report on their progress including attendance, attainment and wellbeing.
- Ensure that children are safeguarded
- Assess the quality of our services

This information is ***lawfully and fairly*** gathered ***through consent*** as parents complete application forms on induction to nursery. They ***are explicitly asked to consent*** to the information they are providing on the application forms to be held, used and in some legitimate cases shared with other educational/health services. Due to the age of our children, they are not able to give consent for their personal data to be shared so we ask parents to do so for them.

Personal Data we hold

We ask parents to provide the following information for themselves and their children;

- Name, date of birth, gender, ethnicity, religion and languages spoken,
- Address, all contact telephone numbers,
- Proof of child's identity (birth certificate/passport)
- Children medical history, involvement of other children's services or court orders.

Personal data we ask consent to share with others

We ask parents to consent to sharing with the following information with their ***child's next school*** and the ***Local authority***;

- Unique Personal Reference Number
- Personal and Parents details
- Assessment and attendance data
- SEN information
- Photographic Learning Journeys and other evidence of learning development

Currently, Nursery data is not requested to be shared with the Department for Education. We will only share pupil level personal data with other parties only if legislation allows us to do so, in compliance with GDPR (2018), or if we ask parents explicitly to sign for consent, such as:

- Speech and Language Therapy Request form,
- Educational Health and Care Plan Requests
- Health visits such as dental inspection, eye test etc.

Retaining your personal data

Personal data for parents and children is held for different lengths of time depending on which data category it falls into. We have to rigorously justify how long we keep personal information for. A full break down of justifications for each data area is available in Appendix B of the Data Protection Policy, available on the school website @ www.Fullbrook.walsall.sch.uk. Some data is only held for 1 year whereas safeguarding information is held for 25 years. Some individual data becomes depersonalised such as attendance or percentages for attainment.

Your rights

By consenting to share your personal data with us you have the right to;

- Request a copy of your data
- Making changes to incorrect data held

- Withdrawn your consent
- Make a complaint if you believe that we have not acted in line with our policies and GDPR.

If you want to receive a copy of the information about your child that we hold or make a change to this data please contact.

- **A Flinders, Head Techer Fullbrook Nursery School (DPO) via the School Office.**

For more information regarding our data protection process please see the full Data Protection Policy available on our website @ www.Fullbrook.walsall.sch.uk.