

Privacy Notice

Why are we giving this to you?

As your nursery school we need to use information about you and your child. We do this for a number of reasons. This form tells you what information we use and why we use it. We know that it is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with the information about you and your child then please ask your child's teacher, or contact the school office. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer working for the Partnership and within the school the Data Protection Lead. They can answer any questions you have about what the school does with your information. If you want to speak to them, then you can so do at:

- Data Protection Officer Deepti Bal DPO.Bal@bsp.london or our in-school
- Data Protection Lead: Obi Aligbe obi@fawoodcc.brent.sch.uk

Policy Statement

We are Curzon Crescent and Fawood Children's Centre Partnership¹. During your child's time with us, we will use information that we gather for various purposes. Information that we hold in relation to you and your child is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left our provision, as determined by law or with your consent. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we hold and use about you?

We will collect, hold, share and otherwise use information about you as part of our statutory duty as a maintained nursery school and children's centre. This is set out in the Table 1 below:

Table 1 - Information we collect

<ul style="list-style-type: none">• Name	<ul style="list-style-type: none">• Telephone and email contact details for parents and 2 emergency contacts	<ul style="list-style-type: none">• Date of Birth and gender
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¹ This notice covers

Curzon Crescent Nursery @ Curzon Crescent London NW10 9SD and Fawood Nursery - 35 Fawood Avenue, London NW10 8DX. The privacy notice for the children's centre is covered under Brent's Privacy Notice for Children's Centre

<ul style="list-style-type: none"> • Address 	<ul style="list-style-type: none"> • Parental responsibility and any court orders that pertain to your child 	<ul style="list-style-type: none"> • Place of work, education or training
<ul style="list-style-type: none"> • Unique pupil number 	<ul style="list-style-type: none"> • Behavioural information 	<ul style="list-style-type: none"> • Language(s) spoken
<ul style="list-style-type: none"> • Ethnicity 	<ul style="list-style-type: none"> • Country of birth 	<ul style="list-style-type: none"> • Eligibility for free school meals, EYPP (National Insurance Number)
<ul style="list-style-type: none"> • Details of Health visitor, Doctor and Dentist 	<ul style="list-style-type: none"> • Assessment information 	<ul style="list-style-type: none"> • Details of previous/future schools
<ul style="list-style-type: none"> • Photographs 	<ul style="list-style-type: none"> • Attendance information 	<ul style="list-style-type: none"> • CCTV images
<ul style="list-style-type: none"> • Relationship/Marital status 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

We will also collect, hold, share and otherwise use some information about you which is special. These are referred to as “special category personal data” and we will take extra care to make sure that this is kept safe. Examples of these are shown in Table 2 below.

Table 2 - Examples of Special Categories of Information

<ul style="list-style-type: none"> • Ethnic origin 	<ul style="list-style-type: none"> • Faith 	<ul style="list-style-type: none"> • Special educational needs and disability information
<ul style="list-style-type: none"> • Medical / health information 	<ul style="list-style-type: none"> • Refugee status 	<ul style="list-style-type: none"> • Information relating to keeping you safe
		<ul style="list-style-type: none"> • Dietary requirements

Where do we get this information from?

We will obtain an amount of your personal data from:

- you, by way of information gathering exercises at appropriate times such as when your child joins our school
- Teachers and other staff who work with your children
- other sources, which may include information from the local authorities, social services, medical professionals or legal bodies

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To celebrate your child's achievements and provide reports and other information required by law in relation to the performance of your child
 - To ensure we have relevant information to cater to your child's specific needs and provide the appropriate level of support
 - To deal with emergencies involving your child and address any concerns about safeguarding to Brent Family Front Door, a multi-agency team which may include the police
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your child or your family
 - To make sure everyone is treated fairly and with equity in mind
2. Where the law otherwise allows us to process the personal data as part of our functions as a nursery school or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to the nursery school to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you
 - To ensure the safety of individuals on our sites
 - To aid in the prevention and detection of crime on our sites
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equity and where this is in accordance with our Data Protection Policy (see our policies page).

2. Where the processing is necessary in order to ensure your health and safety on our sites, including making reasonable adjustments for any disabilities you or your children may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold information in relation to our pupils?

How long we need to hold on to any information will depend on the type of information that is held. We will only hold your personal data only for as long as necessary. Where your child changes school we will usually pass your child's information to the new school.

For further details please see our Retention and Destruction Policy.

Who will we share children's information with?

We may give information about you to:

- Other schools or educational institutions London borough of Brent, to help them plan education and training provision and fulfil their safeguarding duties
- The Department for Education as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers to tailor the menus to the children's dietary needs

The Department for Education may share general information that we are required to provide, with other organisations. This information is anonymised so it will not be possible to identify individuals from this data. 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>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Brent's Privacy Notice please visit <https://www.brent.gov.uk/privacy>

Keeping your information safe

We take the protection of your data very serious and take steps to ensure only people who need to use your information can see it. The school keeps you information safe by:

- Keeping personal records under lock and key, and only as long as is necessary
- Where possible keeping information anonymous
- Where we have to share personal data which can identify you we do so using encrypted media
- Collecting only what is necessary for the specific tasks ~~and~~
- Destroying your personal records using safe and secure means
- Ensuring that the third parties we share information with, provide assurance that they are compliant with current data protection and privacy laws.

Your rights in relation to your personal data held by us

You can ask to see the information we hold about you and your child.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above you should contact the school's lead officer who will pass the request onto the relevant Data Protection Lead. Alternatively you can go directly to the

- Data Protection Officer: Deepti Bal DPO.Bal@bsp.london or our in-school
- Data Protection Lead: Obi Aligbe obi@fawoodcc.brent.sch.uk

Please note the law does not oblige the nursery school to comply with all requests. If the nursery school does not intend to comply with the request then you will be notified of the reasons in writing.

Concerns and Complaints

If you are concerned about how we are using your personal data then you can speak with Data Protection Officer: Deepti Bal DPO.Bal@bsp.london or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office (ICO) who could also help at <https://ico.org.uk/concerns/>.

We are registered with ICO and the relevant registration reference numbers are

- ZA077835 - Fawood Children's Centre and Nursery
- ZA077833 - Curzon Crescent Nursery and Children's Centre