



PRIVACY NOTICE FOR PARENTS – KEY INFORMATION

Introduction

This notice contains the key information about how and why we collect your personal information and what we do with that information. Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We strongly recommend reading the full version of our Privacy Notice for Parents which is published on the School's website under the parents tab. You can also obtain a copy of the full privacy notice by contacting the School at: admin@birchwoodnursery.herts.sch.uk, Tel: 01707262648

The full version of this notice includes additional points, such as, the rights you have with regard to your information, what decisions you can make about your information, for how long the School retains your personal information and our legal bases for using your personal information.

What is Personal Data?

Personal data is information that identifies you or your child as an individual.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal data.

How and Why Does the School Collect Personal Data?

The School's primary reason for using your personal information is to provide educational services to your child. We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances which might affect your child's welfare or happiness.
- We will process financial information about you in relation to the payment of fees.
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.

Sharing Personal Data with Third Parties

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities and the Department for Education, for example, where we have any safeguarding concerns.
- We share information about your child's learning and development with the next school they go to.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.

What Decisions Can You Make About Your Information?

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;

- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice.

The School Business Manager, Mrs K Kitson, is currently the person responsible at our School for managing how we look after personal information. If you have any questions or concerns these should be raised with her in the first instance.

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