



Children and Parents in SAST Nursery Schools

This privacy notice is intended to provide information about how your school and Sherborne Area Schools' Trust (SAST) will use (or process) personal data about current, past and prospective children, and their parents or guardians (referred to in this notice as parents) at Little Adventurers and Shooting Stars nurseries.

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Responsibility for data protection

- SAST is the 'data controller' for the purposes of data protection law.
- The Data Protection Officer (DPO) is Moira Lyons-Montgomery who can be emailed at dpo@sast.org.uk.
- The data protection lead in each SAST school is the headteacher.
- The DPO will deal with requests and enquiries concerning the Trust's uses of personal data.
- The DPO and headteacher will endeavour to ensure that all personal data is used carefully and lawfully.

How we use your personal data

Little Adventurers of Buckland Newton CE Primary School and Shooting Stars Nursery of St Mary the Virgin CE Primary School needs to use data on children and families in order to be able to keep children safe and deliver the best care possible. Only essential data is held, and we always follow the law when we collect use, store and share your data.

You have a legal right to be informed about how the Nursery uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

The personal data we hold about you and your child

We hold some personal information about you and your child to make sure we can help you learn and look after your child when they attend our Nursery.

This information includes but is not limited to:

- Name
- Date of birth
- Home address
- Parental phone numbers
- Parental email addresses
- National Insurance number if you are using government payment schemes
- Payment detail information
- Attendance
- Observation, planning, and assessment records of your child which may include photos and to record progress
- Records relating to care for your child
- Accidents and injury details for your child
- Records relating to any incidents or concerns
- Relevant medical information such as allergies or dietary requirements
- Ethnicity, for equal opportunities monitoring.

Why we use this data

We use this data to help run the Nursery, including to:

- Meet the needs of your child and ensure they are progressing in their development
- Keep your child safe
- Get in touch with you when we need to
- Enable you to book hours of childcare and receive the appropriate funding
- Track how well the Nursery as a whole is performing
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are:

- we have a contract with you to provide childcare (*Article 6(1)(b) of UK GDPR*)
- we need to comply with the law (*Article 6(1)(c) of UK GDPR*)

Sometimes, we may also use your personal information where:

- you have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR*)
- we need to protect your interests (or someone else's interest) e.g., in a life-or-death situation (*Article 6(1)(d) of UK GDPR*)

We may also collect and use information about your child's health or other protected characteristics such as their religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary to fulfil our obligations. The legal basis here is *Article 9(2)(i) of UK GDPR*.

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Data sharing

We do not share personal information about you or your child with anyone outside the Nursery without permission, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Who we share with	Why we share
Our local authority – Dorset Council	For funding and monitoring reasons, such as equal opportunities and update of funded hours. We may also seek support from local authority teams such as the SEN support service
Regulatory bodies e.g. Ofsted	To ensure compliance and the safety and welfare of children
Schools after you leave our Nursery	To ensure a successful transition by transferring information about your child's progress and current level of development
Health and social welfare organisations	When completing necessary referrals in order to support your child's learning and development
The Department for Education	To meet statutory duties placed upon us for the DfE's data collections

International transfers of personal data

We have audited where we store all the personal data processed in our nurseries and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from our nurseries.

How we store this data

We will keep personal information about your child while they attend our Nursery. We may also keep it after they have left the Nursery where we are required to by law. If you move to a new Nursery, we will transfer information to your next setting.

Our record retention schedule/records management policy is based on the National Day Nurseries Association guidance and sets out how long we keep information about children.

Your rights

How to access personal information we hold about you and your child

You can find out if we hold any personal information about you and your child, and how we use it, by making a 'subject access request',

If we do hold information about you, we will:

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- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- stop it being used to send you marketing information
- stop photos or recordings of your child being used on our websites or on the school's or Trust's social media accounts
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have your/your child's personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued use. There are limitations and exceptions to this right which may entitle SAST to refuse your request.
- to object processing for the purposes of scientific/historical research and statistics

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our data protection officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong by contacting our data protection officer, dpo@sast.org.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: dpo@sast.org.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.