



## The Village House Nursery School



### Privacy Notice – Data Protection Act 1998 & The General data Protection Regulation

This document has been prepared with due regard for The Information Commissioner's office at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency->  
And Department for Education guidance at:

[https:// www.gov.uk/government/publications/data-protection-and-privacy-notices](https://www.gov.uk/government/publications/data-protection-and-privacy-notices)

We Village House Nursery School Limited are the **Data controller** under the terms of the **Data Protection Act 1998** and the **General Data Protection Regulations** (to be enforced from May 2018).

#### **The Village House Nursery School Data Protection Officer:**

(Not yet appointed) the data protection officer acts as a representative for the nursery with regard to its data control responsibilities.

**We collect personal information from you** and may receive information about you from your previous pre-school, the Learning Records service, KCC and/or the Department of Education. This comes under the terms of fair and lawful purpose of a public body, namely as a pre-school nursery.

#### **We hold this personal data and use it to:**

Support your child's teaching and learning;

Monitor and report on your child's progress;

Provide appropriate pastoral care

Assess how well we are doing

Provide accurate billing

Assist in the application for government funding where appropriate.

**Information that we hold** includes your contact details, eg. Children's names, addresses, EYFS curriculum assessment, attendance information and personal characteristics such as your ethnic group, language, nationality, any special educational needs, information relating to SEND and relevant medical information.

**We will not give information about you** to anyone without any prior consent unless the law and our policies allow us to.

**We only share information about you** with carefully selected and monitored organisations that are registered with the Information commissioner's Office (ICO) and is also subject to the relevant laws.

eg Tapestry online assessment tool.

The company listed above carries out fair processing for us to enable the legal purpose of the nursery.

**We are required by law** to pass some information about you to our Local Authority (LA) or the Department of Education (DfE).

If you want to receive a copy of the information about you that we hold or share, please contact Lindsey Ravilious Managing Supervisor.

If you need more information about how the LA and/or DfE store and use your information, then please go to the following websites:

[http://www.kent.gov.uk/your\\_council/contact\\_us/aces\\_to\\_information/data\\_protection.aspx](http://www.kent.gov.uk/your_council/contact_us/aces_to_information/data_protection.aspx)  
<http://www.education.gov.uk/school//adinandfinance/schooladminfinance>  
[nstatistics/datatdatam/b00212337/datause](http://www.education.gov.uk/school//adinandfinance/schooladminfinance/nstatistics/datatdatam/b00212337/datause)

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Resilience& transparency Team

Public Communications Unit

Kent County Council

Department for Education

Sessions House

Sanctuary Buildings

County Road

Great Smith Street

Maidstone

London

ME141XQ

SW1P3BT

Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

Website [www.education.gov.uk](http://www.education.gov.uk)

Email [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Telephone 0370 000 2288

We hold information on your child for 3 years after they leave the nursery with some data stored for only as long as it necessary to complete the task for which it was originally collected for eg. password collection. Data is then erased except where it is statistical and 'anonymised' - meaning it is statistical and has no relation to you or any other individual.

**You have the right to:**

Be informed how VHNS uses your personal data.

Request access to the personal data VHNS holds.

Request that your personal data is amended if inaccurate or incomplete.

Request that your personal data is erased when there is no compelling reason for its continued processing.

Request that the processing of your data is restricted.

Object to your personal data being processed

Where the process of your data is based on your consent, you have the right to withdraw this consent at any time.

**You have the right to lodge a complaint** to the Information Commissioners Office (ICO). Full information about this is available at, <https://ico.org.uk/concerns/handling/> or phone 0303 123 1113.

22<sup>nd</sup> May 2018

This information is subject to review.