

How we use your family's information

This Privacy Notice tells you what to expect when the West Bradford Cluster collects personal information about you and your child.

The West Bradford Cluster is committed to compliance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 1998, as well as to your rights to confidentiality and respect for privacy. We will ensure that we keep all personal information accurate and secure.

St Edmund's Nursery School and Children's Centre which runs the West Bradford Cluster is registered with the information Commissioner's Office (ICO) under the provisions of the Data Protection Act 1998 through the City of Bradford Metropolitan District Council (CBMDC).

We use your information to:

- Support children's learning.
- Monitor children's progress.
- Provide appropriate pastoral care.
- Assess the quality of our services.

Collecting children's information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We will collect personal information about you and your child:

- On your registration form.
- On registers for sessions.
- Through observations of your child.
- As part of your family support plan, if you have one.

The information we hold includes:

- Personal information such as name, and address.
- Characteristics such as ethnicity, language, nationality and country of birth.
- Attendance information such as sessions attended.
- Assessment data about how well your child is doing.

How do we keep this information secure?

Information is stored securely on database and document management systems with stringent access and use policies.

How long do we keep this information?

We have a Data Protection Policy which details how long we keep different types of records and when these are deleted.

Safeguarding

If we have any concerns about a child we will in the first instance discuss them with you. However if children are suffering or may be at risk of suffering significant harm, we are legally obliged to share our concerns with children's social care and/or the police.

What authority do we have to collect and use this information?

The following categories of lawfulness apply:

- We have your consent to process the data. We ask for consent on your registration form, and again if you have a Family Support Plan. We also ask for consent to take photos of you and your child on the Stay and Play, Crèche and Course Agreement forms.
- Processing is necessary to protect the vital interests of a data subject or another person.
- Processing is necessary for the purposes of the legitimate interests of the West Bradford Cluster.

Photos and videos

If you have given consent then photos and videos will be taken of you and your child. These photos and videos will be used in your child's learning journal, for displays, in leaflets and other publicity materials, and on the West Bradford Cluster and St Edmund's website.

Most photos will be deleted within 2 years, however we may keep some photos to use in future years for training or publicity purposes.

Photos and videos may also be shared on the West Bradford Cluster Facebook page. These will be deleted within two months of posting. Photos and videos will not be tagged with your child's name.

CCTV is used to monitor centre buildings in order to provide a safe and secure environment for families, staff and visitors, and to prevent the loss or damage to centre property. Please see our CCTV policy for more information.

If you have any concerns about the use of photos or videos of your child please talk to a member of staff.

Who do we share information with?

Information that we collect is entered onto Bradford Council's children's centre database, a shared database system, in order to keep families informed about services for families which might be of interest. Information about use of services will be recorded and used for improving health, care and services through research and planning.

Requesting access to personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Anne-Marie Merrifield, Executive Headteacher.

You also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress or claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.