**Privacy Notice**

Chapel Street Nursery School is committed to protecting your privacy when you give us your personal data and that of your child.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer paula.creighton@sptcompliance.co.uk

|  |  |
| --- | --- |
| Data Controller | Chapel Street Nursery School |
| Data Protection Officer | Paula Creighton, SPT Compliance Co UK |
| Personal Data | Name, Address, date of birth, medical details, ethnicity, national insurance number, progress, NASS number, SEND, Safeguarding. |
| Purpose for using it | To support your child’s learning and pastoral needs, to provide access to school meals, to shape service delivery. |
| Lawful basis | To carry out the performance of a public task and for special category data in the public interest of providing education and providing for the welfare of your child. |
| Who we share it with | Luton Borough Council, other education providers, Time For Two’s, Government Portal, the Police.  In some cases: Department of work and pensions and further education establishments. |
| Why we share it with them | Statutory returns for local government reporting, educational support eg SENCO or Educational Psychologist, to safeguard children if needed, to provide continuity of education.  In some cases: To obtain funding |
| Any automated decision making | None |
| Transfer of data to a non-EU country | None |
| Exercising your rights | You have the right to ask us to amend or delete your data as well as transfer it or limit its use. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you. |

September 2024

I / We have read and agree with the Privacy Notice above.

Signature: ………………………………………. Name: ……………………………………….. Date: ………………….