



Privacy Notice (How we use children's information)

Lanterns Nursery School and Extended Services is a data controller for the purposes of the Data Protection Act.

The categories of children's information that we collect, hold and share include:

- Personal information (such as parent / child's name, address, child's Date of Birth, National Insurance, Early Years Foundation Stage data, attendance and medical information)

Why we collect and use this information

We use the children's data:

- To support children's learning
- To monitor and report on child's progress
- To provide appropriate care
- Statistical forecasting and planning
- Assess how well our school and community services are doing.
- To comply with the law regarding data sharing

The lawful basis on which we use this information

The General Data Regulation (GDPR) replaced the Data Protection Act 1998 and the changes will remain in place even after the UK leaves the EU in 2019. We collect and use children's information as part of Article 6 and Article 9 where data processed is special category data from the GDPR.

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 child information to us or if you have a choice in this.

Storing children's data

We hold children's data for 7 years for financial purposes and 21 years if there were safeguarding concern.

Who we share children's information with

We routinely share children's information with:

- The local authorities – Hampshire County Council, Special Education Teams
- Schools that the child attends after leaving us
- Health care professionals
- Other nurseries / child care settings where applicable

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please see details at the end of this document.

Why we share pupil information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE). We share children's information with our local authority for funding purposes or for any child with additional needs.

As part of our statutory guidance we may share information with other child care providers.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. To make a request for your personal information or be given access to your child's personal records, please contact our data protection officers Sue Herdman and Beth Brewer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for the 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 <http://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Sue Herdman and Beth Brewer. They are the data protection officers.

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link

[Right to be informed | Hampshire County Council \(hants.gov.uk\)](http://hants.gov.uk/right-to-be-informed)

To see how your information is used by the LA:

<https://www.hants.gov.uk/educationandlearning/dataprotection>

For the DfE:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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:

Data Protection Team

Children's Services

Elizabeth II Court (North)

The Castle
WINCHESTER
SO23 8UQ

Website: <http://www3.hants.gov.uk/learning>

Email: childrens.services.dp@hants.gov.uk

Telephone: 01962 845320

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288