

# Bishop Auckland College Childcare Services – Nursery Privacy Notice DP-PN-04 Issue 1 Rev 1



## The Data Controller

Bishop Auckland College Nursery is the Data Controller for any personal data you give to us. Contact details:

Bishop Auckland College Nursery  
Woodhouse Lane  
Bishop Auckland  
County Durham  
DL14 6JZ  
01388 443000

The Data Protection Officer is Vicky Nelson. If you have any questions about this Privacy Notice or the ways in which we use yours and your child's personal information, please contact the Data Protection Officer:

Data Protection Officer  
Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
County Durham  
DL14 6JZ  
01388 443100  
[DPO@bacoll.ac.uk](mailto:DPO@bacoll.ac.uk)

## Introduction

Bishop Auckland College Nursery is committed to protecting the privacy and security of your personal information.

This Privacy Notice applies to children attending the Nursery ("child" or "children") and the parents/carers/guardians of the children ("parents") (known collectively as "you" or "your"). This notice does not form part of any contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

This Privacy notice has been prepared in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It explains why we collect personal data about you and your child, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Whenever you provide personal information, we will treat that information in accordance with this notice, current legislation and our data protection registration. We also aim to meet current best practice.

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and operational procedures to safeguard and secure the information we collect from you.

## Data Protection Principles

We will comply with data protection law. This says that personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purposes we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

## Information we may collect and process about you and your child

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a child’s health.

## Children

We will collect, store and use the following categories of personal information about children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the child to signpost children to where their belongings are stored at the Nursery and also for general display purposes
- Emergency contact details
- Journal book for each child containing the work of the child whilst at the Nursery, observation about the child’s development whilst at the Nursery from employees of the Nursery, specific examples of the child’s progress, photographs demonstrating the child’s development whilst at the Nursery and personal details of the child (e.g. their date of birth) (“Progress Report”)
- Records relating to individual children e.g. care plans, common assessment frameworks, speech and language referral forms
- CCTV images, when entering and leaving the premises
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of children

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a child’s race or ethnicity, spoken language and nationality
- Information about a child’s health, including any medical condition, health and sickness records
- Information about a child’s accident or incident reports including reports of pre-existing injuries
- Information about a child’s incident forms / child protection referral forms / child protection case details / reports

## Parents

We will collect, store and use the following categories of personal information about parents:

- Name
- Home address
- Telephone numbers and personal email addresses
- National insurance number
- Bank account details

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a parent’s race or ethnicity, spoken language and nationality
- Conversations with parents where employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy

## How your personal information is collected

### Children and parents

We collect personal information about children and parents from when the initial enquiry is made by the parents, through the enrolment process and until the children stop using the Nursery's services.

### How we may use your personal information

- a) Respond to enquiries
- b) To process your application
- c) To provide Care and Education for the children
- d) To record and report on children's progress
- e) To keep children safe/minimise risk (safeguarding)
- f) For marketing purposes
- g) To comply with the law regarding data sharing
- h) To meet statutory duties placed upon us

### The lawful basis in which we collect and use yours and your child's personal data

Under the GDPR, the lawful basis we rely on for processing student information are:

- For the purposes of (a), (b), (c) and (d) in accordance with the lawful basis of **Public task**: collecting the data is necessary to perform tasks that the Nursery is required to perform as part of its statutory function of providing education to your child
- For the purposes of (e) in accordance with the lawful basis of **Vital interests**: to keep students safe (medical condition, safeguarding, etc)
- For the purposes of (f) in accordance with the lawful basis of **Consent** and **Legitimate Interests**
- For the purpose of (g) and (h) in accordance with the lawful basis of **Legal Obligation**

### Who we may share a child's personal data with and why

Schools:

- Upon consent from the parents, personal data of children will be shared with schools for progression into the next stage of their education

Local Authorities:

- Personal information of children will be shared with local authorities without the consent of parents where there is a situation where child protection is necessary
- The personal information of children will be shared with local authorities without the consent of parents for funding purposes

Regulatory bodies:

- Ofsted will be allowed access to the Nursery's systems to review children's records
  - To ensure we meet the needs of the children
  - To enable the appropriate funding to be received
  - Report on a child's progress whilst with the Nursery
  - To check safeguarding records
  - To check complaint records
  - To check attendance patterns are recorded
  - For ensuring compliance and the safety and welfare of the children

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## Data Retention

### How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collect it for, including for the purposes of satisfying any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once your child is no longer benefiting from the Nursery's services, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Type of Information	Retention Period
Child records	5 years after the child has left the nursery
Parents records	1 year after the child has left the nursery
Safeguarding records	Until the child is an adult
Health and Safety documents	10 year period
Health documents	5 years after the child has left the nursery

### Changes to this privacy notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial updates. The current version of this Privacy Notice can be accessed on the Nursery website. We may also notify you in other ways from time to time about the processing of your personal information.

**Bishop Auckland College**  
**Childcare Services – Nursery**  
**Privacy Notice**  
**DP-PN-04 Issue 1 Rev 1**



**Your individual rights**

You have the following rights:

		<b>Contact/Department</b>
<b>The right to be informed</b>	This Privacy Notice provides information on how we process you and your child's personal information.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right of access</b>	You have the right to request information that is held and processed by the Organisation about you.  There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).  If you would like to request information the Organisation holds on you please refer to the Data Subject Individual Rights Procedure (ref: BAC-DP-01).	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to rectification</b>	If you believe that any data which the Organisation holds on you is incorrect (e.g. address) you can contact the Organisation to inform us of any changes necessary and we will confirm that the changes have taken place.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to erasure</b>	You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent). Where possible we will comply with all such requests, though some details are part of the Organisation's records, which we are required to keep for funding and legal purposes.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to restrict processing</b>	You can inform us that we can keep your data but must stop processing it, including preventing future mailings and communications.  However, we must continue to process some information for funding and legal purposes.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to data portability</b>	You have the right to obtain and reuse your personal data for your own purposes across different services.  If you request your data to be provided in a specific format we will endeavour to do this. However, if we are unable to provide you with your information in a specific format we will provide it in a suitable alternative.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to object</b>	We will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling).  We will stop processing your data for direct marketing if you tell us to.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The rights related to automated decision making including profiling</b>	We do not use any automated decision making processes.	Not applicable

If you believe that the Organisation has not complied with your data protection rights, you can complain to the Information Commissioners Office (ICO).

To learn more about your above rights please visit the ICO website:  
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>