

Parent and Pupil - Privacy Notice

Background: This privacy notice is also sent to parents alongside the Parent Terms and Conditions ("Parent Contract"), signed on acceptance to the AES Nursery, Circle Centre.

For the purposes of Data Protection Law (the UK Data Protection Bill and the General Data Protection Regulation) the Nursery is the Data Controller of Personal Data about pupils and their parents and/or guardians (the charity's Information Commissioner's registration details are listed in the Data Protection Policy, published on the AES website). In the main (unless otherwise specified below), the basis for processing your and your child's personal data is as a result of either a contractual obligation under the Parent Contract or as a result of legitimate interest - in other words, AES requires this information in order to carry out its ordinary duties.

Personal Data processed by us includes: - names, dates of birth, nationality and contact details;

- Where appropriate, medical / health information;
- National curriculum and other assessment information; - attendance records; Information relating to special educational needs or disabilities; - previous Nursery(s) information, including references and assessment data;
- ages of pupils;
- In relation to parents and/or guardians - financial information.

Some of this data is classified as Special Category Personal Data (sometimes called 'sensitive personal data' as defined in AES's Data Protection policy) such as information about parents' and / or pupils' ethnic group, religious beliefs and relevant medical information. The legal basis for processing this information is usually in order to adequately safeguard the interests your child but this information may also be processed in order to protect their vital interests or as a result of a legal obligation.

We acquire Personal Data in a number of ways. For example, parents of pupils may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website. Every form completed by a parent or child containing personal data will be held in accordance with the Data Protection Policy.



Data Check Form

Each academic year, a data check form is sent to parents and pupils (either electronically or in hard copy) that asks for personal data to be checked and data preferences to be updated. It is vitally important that this is completed by parents and pupils to ensure that the AES maintains accurate records.

How we use your Personal Data We commonly use Personal Data for:

- Ensuring that we provide a safe and secure environment;
- Making decisions relating to admissions;
- Providing pastoral care;
- Providing education and learning for children;
- To monitor and report on pupils' progress and educational needs;
- Providing additional activities for children and parents;
- Protecting and promoting our interests and objectives, including fundraising;
- Safeguarding and promoting the welfare of children;
- Where there has been a suspected misuse of the Nursery's ICT facilities;
- Legal and management purposes and fulfilling our contractual and other legal obligations.

We may share Personal Data with third parties where doing so complies with Data Protection Law. For example, we may share personal data:

- With relevant statutory agencies or authorities (e.g. for safeguarding reasons or in order to comply with our reporting obligations);
- Where necessary in connection with learning and activities and trips undertaken by pupils;
- When a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied;
- To enable pupils to take part in national and other assessments;
- To obtain professional advice and insurance for the Nursery;
- Where otherwise required by law or where reasonably necessary for the operation of the Nursery;

We may also share information about a pupil with their parents where permitted by data protection law, e.g. information about the pupil's attainment, behaviour and progress;



We may need to share special category data (medical for instance), in order to safeguard students' vital interests and welfare, to provide appropriate pastoral care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's vital interests to do so: for example for emergency medical advice or treatment, to insurance providers or to Nurseries or individual host families caring for our pupils.

Biometric Information, Photographs & CCTV

We do not currently use biometric data (eg. fingerprint identification systems) for Nursery administration purposes (access to buildings, cashless purchasing etc). We may use photographs (and occasionally other media such as video or sound recordings) of pupils for educational purposes or in our publications, including on the Nursery website and on social media, for marketing and promotion purposes. We may also share photographs and other media with third parties for these purposes (for example, for publication in a local or national newspaper). Consent will be sought for the use of photos in line with the Taking and Storing Images and Videos of Children Procedures.

Data Retention

Personal data will be stored securely and not be kept for any longer than required for AES's legitimate or lawful purposes. Some records have to be retained for minimum periods by law. As a general rule, when personal data is no longer needed for the purposes for which it was collected, your data will be securely and permanently destroyed as soon as practicable.

For more information on our data retention policy or on how long it stores certain types of personal data, please contact our Data Protection Officer.

Alumni, AES and Circle Centre Community

We share your contact details and information about your involvement with AES with the Fundraising Team. The Fundraising Team forms part of AES and exists to support the charity with events, communications and fundraising initiatives.

Your Rights

You have rights in respect of your personal data and these are explained in our Data Protection Policy document. However, If you would like any further information please contact the Data Protection Officer).