

# Deanwood Ducklings and Extended Services

## Privacy Notice for Children



### Privacy Notice for Parent/Carers

Under data protection law, individuals have a right to be informed about how the pre-school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about children.

We, Deanwood Ducklings Pre-School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is:

**Sam Waterman**  
**Deanwood Ducklings and Extended Services**  
**Long Catlis Road**  
**Gillingham**  
**Kent ME8 9TX**  
**Email: [ducklings@deanwood.medway.sch.uk](mailto:ducklings@deanwood.medway.sch.uk)**  
**Tel: 01634 239531**

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about children includes, but is not restricted to:

- Name
- Contact details, contact preferences and date of birth
- Parental, sibling and extended family details
- Children who are adopted from care, looked after children, under special guardianship
- Internal assessments of progress, well-being and involvement
- Characteristics, such as ethnic background, language, eligibility for government funding or pupil premium or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

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We may also hold data about pupils that we have received from other organisations, including other early years' settings, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:

- Support children learning and development
- Monitor and report on children's progress
- Provide appropriate pastoral care
- Protect child welfare
- Assess the quality of our services
- Administrate admissions and waiting lists
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use children's personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process children's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use children's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using children's personal data overlap and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about children is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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### How we store this data

Children's records are stored securely in paper files and on a secure server.

We keep personal information about pupils while they are attending our pre-school. We may also keep it beyond their attendance at our pre-school if this is necessary in order to comply with our legal obligations.

### Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with the General Data Protection Regulation, otherwise known as the GDPR) we may share personal information about pupils with:

- Our local authority (eg admissions)
- The Department for Education (eg attainment)
- The pupil's family and representatives (eg attendance)
- Our regulators Ofsted and the DFE (e.g. pupil data)
- Suppliers and service providers (eg sports coaches)
- Central and local government (eg attainment)
- Health authorities (eg immunisations)
- Health and social welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, courts, tribunals (in relation to safeguarding)
- Collaborating pre-schools for moderating purposes

### Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### Parents and children's rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the pre-school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the pre-school holds about them.

If you make a subject access request and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it for

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- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

As a parent of a child attending a pre-school there is no automatic parental right of access to educational records in our setting. However, we would consider any parental request for such access and decide whether it is appropriate to grant the request on a case by case basis.

If you require access to the above, please apply in writing, citing your reasons to the Early Years Leader.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Early Years Leader.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the pre-school in the first instance.

To make a complaint, please contact our Early Years Leader.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

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- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Headteacher in the first instance.

- Sam Waterman (Leader)  
Deanwood Ducklings and Extended Services  
Long Catlis Road  
Gillingham  
Kent ME8 9TX  
Email: [ducklings@deanwood.medway.sch.uk](mailto:ducklings@deanwood.medway.sch.uk)
- Mr D Bignell (Committee Chair)  
Deanwood Ducklings and Extended Services  
Long Catlis Road  
Gillingham  
Kent ME8 9TX  
Email: [office@deanwood.medway.sch.uk](mailto:office@deanwood.medway.sch.uk)

*This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this pre-school.*