



Data Protection Policy (GDPR)

Policy date	April 2023
Date ratified	April 2023
Ratified by	Dr A Cook
Next review date	April 2024

Tots Academy is committed to protecting your personal information and respecting data protection laws. This privacy policy explains how we do this, and it applies to our use of personal data of our current, prospective and former pupils and their parents, our current, prospective and former staff, our suppliers and contractors and other individuals connected to the nursery.

How we use your personal information

We use personal information in order to provide education services to our pupils, and to maintain records of previous pupils. We have set out at the bottom of this policy more information on the categories of personal information that we collect, the specific ways in which that personal information is processed by us, the legal bases which permit us to do this, and the types of organisations with whom we share your personal information.

In some cases where we ask for your personal information, we do so in order for us to fulfil your request (e.g. sending you more information about the nursery, or enrolling your child as a pupil at the nursery). If you do not provide that personal information, we will not be able to process your request.

Giving and withdrawing your consent and updating your personal information

Where your consent is required for us to process your personal information (or that of your child), we will ask for your consent at the point at which you provide your data. You have the right to withdraw that consent at any time. You can also update your personal information at any time. If you wish to do either, contact the Nursery Manager.

We do not sell your personal information to third parties.

Storing your personal information

Your personal information will not normally be transferred outside of the UK. If we are required to do so, we will only transfer your personal information provided that we are satisfied that appropriate contractual and technical safeguards are in place.

We will only keep records of your personal information for as long as is reasonably necessary for the purposes for which we have collected it, and in order to comply with any statutory or regulatory obligations in relation to retention of records. We respect requests to stop processing your personal data for marketing purposes. This includes keeping a record of your request indefinitely so that we can respect your request in future.

Your rights

You have the right to request access to and rectification or erasure of personal information, the right to restrict processing of your personal information, and the right to object to processing of your personal information.

You have the right to object to your personal information being processed on the grounds of our legitimate interests.

You have the right to object to us sending you direct marketing and profiling you for the purposes of direct marketing.

You have the right to lodge a complaint regarding our processing of your personal information with a data protection supervisory authority in a country where you live, work, or where you believe a breach may have occurred.

The rights set out in this paragraph apply to any personal information we hold for your children too.

Contacting us

The data controller for our websites, products and services is King's House School.

King's House School, 33-43 High Street, Leagrave, Luton, LU4 9JY

You can reach us at enquiries@kingshouseschool.co.uk for any questions regarding this policy or in relation to how we handle personal information in any way.

What information does King's House School collect for Tots Academy?

We collect and process personal information about you and your children when you request information from us and enroll children to attend our nursery. This information includes:

- For parents: names, address, telephone number, email contact details, employment details, family circumstances and financial information
- For children: names, ages, address, academic, disciplinary & education records, information about special education needs
- For staff and prospective staff: names, address, telephone number, email contact details, employment history, payroll information
- For all of the above, as appropriate: CCTV data recorded on the nursery premises, sensitive personal information such as ethnic origin, religious beliefs, criminal records and proceedings, trade union membership and relevant medical information (including details of physical or mental health).

Sensitive personal information is processed only where necessary for the provision of education and educational support and ancillary services to a pupil or for a person's employment.

We may collect this information from you directly, from third parties such as the Disclosure and Barring Service, or indirectly, for example, through use of our CCTV systems.

How does the Nursery use your personal information?

We use your personal information as follows:

1. To fulfil a contract with you or take steps at your request before this:
 - When providing educational services to children enrolled at the nursery

- When providing pastoral care, welfare and healthcare services to children enrolled at the nursery
 - When administering the payment of fees
 - When contacting parents and guardians in relation to their children
2. As required by the nursery to conduct our business and pursue our legitimate interests, in particular:
- Ensuring the security of the nursery's premises, website and information technology systems
 - Record-keeping and general administration of the nursery
 - Communicating with current and former pupils and their parents and guardians
 - Recruitment of staff and contractors at the nursery, and conducting the activities of an employer (including payroll, performance reviews, and providing references)
3. Where you give us consent:
- If we need your consent in order to process sensitive personal information
4. For purposes which are required by law:
- Sharing your personal information in order to comply with legal obligations to which the nursery is subject.

How will the School share your personal information?

We may share your personal information (including sensitive personal data where appropriate) with third parties, including local authorities and other public bodies (e.g. the DBS, UK Border Agency, HM Revenue and Customs, Department for Education and Department for Work and Pensions), and independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, school doctors, other health professionals, contractors appointed to process data on behalf of the nursery, and the nursery's professional advisors.

Reasons for sharing your personal information may include:

- to enable the relevant regulatory authorities to monitor the nursery's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the nursery or on behalf of individual pupils;
- to safeguard pupils' welfare and provide appropriate pastoral (and, where relevant, medical) care;
- where specifically requested by pupils and/or their parents or guardians;
- where necessary in connection with learning and co-curricular activities undertaken by pupils;
- to enable pupils to take part in assessments and to monitor their progress and educational needs;
- to obtain appropriate professional advice and insurance for the nursery;
- where a reference or other information about a pupil is requested by another educational establishment to whom they have applied;
- where otherwise required by law; and

- otherwise where reasonably necessary for the proper operation of the nursery, education of its pupils and employment of its staff.

We will also share your personal information if we think this is necessary to in order to protect the rights, property, or safety of the nursery, pupils, parents/guardians, our employees, or our commercial partners.