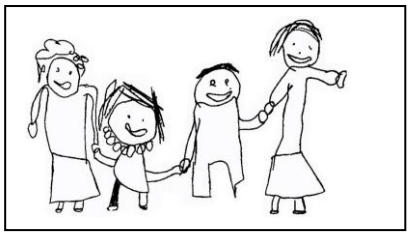
The Ambleside Centre



Privacy Notice for pupils and parents prior to their admission to nursery (How we use information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address and parental contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Relevant medical information
- Special Educational Needs information

Why we collect and use this information

In order to enable the offer of nursery places:

- to comply with the law regarding data sharing

Parents have given us consent to hold and use this data for the purposes of arranging nursery places

Storing pupil data

We will hold your information until such a time as your child has been offered a place in our nurseries – at which point the "Ambleside Privacy Notice for Pupils and Parents" takes effect – or until you either ask us to remove your details or your child reaches an age at which they are no longer able to access our nursery provision.
We hold pupil data on paper and local computer based systems. There are strict controls on who can see your information.

Who we share pupil information with

We will not share this information with any third party.
Once your child starts at our nursery, our "Ambleside Privacy Notice for Pupils and Parents" will take effect and this Privacy Policy will no longer apply

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

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 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 https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at dpo@ambleside.wokingham.sch.uk or ask for the DPO at Reception.