

Bollinbrook Pre-school's Waiting List Privacy Notice

Bollinbrook Pre-school
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Person responsible for Data Protection Joanne Sellars

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to enable us to offer your child a place at Bollinbrook Pre-school.

Personal details that we collect about your child include:

- your child's name, date of birth, address.

Personal details that we collect about you include:

- your name, phone number and email address.
- we may take eligibility codes for Free Early Educational Entitlement.

This information will be collected from you directly in the waiting list admissions form.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to assess eligibility for a place and to contact you if a place becomes available.

Who we share your data with

At this point it would not be relevant to share your data with anyone else.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Storing paper records in a lockable cabinet

Storing electronic records securely and accessible only by password

How long do we retain your data?

We retain your data until you either decline a place offered when it would be destroyed immediately or until your child becomes school age. If your child accepts a place with us we ask you to transfer to our main privacy policy as we need to collect further data which will be retained and shared differently.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.