



# PRIVACY NOTICE CHILDREN'S CENTRE

Headteacher: Dawn Persad

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Under data protection law, individuals have a right to be informed about how the Children's Centre uses any personal data 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 individuals working with the school in a voluntary capacity, including governors.

We, Henry Fawcett Primary School & Children's Centre are the 'data controller' for the purposes of data protection law.

Our data protection officer is Elaine Efrat (see 'Contact us' below).

## The personal data we hold

We will only collect the minimum personal data required to deliver the service, Personal data that we may collect, use, store and share (when appropriate) about your family includes, but is not restricted to:

- Personal information – such as names, unique children's numbers and addresses;
- Characteristics – such as ethnicity, language, nationality, country of birth and free funded places eligibility;
- Attendance information – such as sessions attended, number of absences and absence reasons;
- Assessment information – such as Early Years Foundation Stage assessment results;
- Relevant medical information;
- Information relating to Special Educational Needs and Disability (SEND)
- GP details
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured on school premises
- Infant Feeding Method

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

## Why we use this data

Our Children's Centre will collect and use personal data relating to children and their families to:

- Support children under 5 in their learning & development
- Monitor and tracking on progress to identify next steps
- Protect children's welfare
- Identify what services are required locally based on need
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

We will collect enough personal information in order to provide you with services for the following purposes.

- Targeted service of family support providing advice tailored to each family depending on their individual needs.



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- Targeted early years work aimed at supporting children and families with initial speech and language delay and Physical, Social and Emotional development of children under five.
- Midwifery and Health Visitors work in conjunction with our Children's Centre to support families with early healthy development.
- Parenting support programmes are offered throughout the year along with Information, advice and guidance.
- A range of services and activities to support families and their under-fives so that all children can be happy, healthy and achieve great things in life.

We are not permitted to collect information we do not need or will not use. This document covers information you have provided to other Lambeth Children's Centres and information which has been shared with us by other organisations.

If we do not need your personal information we will either keep your details anonymous, if we already have it for another service or we won't ask you for it again. If we use your personal information for research, case studies or analysis, we will always keep your details anonymous.

We do not sell your personal information to anyone else.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to.

The information will be used for the administration of Children's Centres; it is our statutory duty for the commissioners of Local Health Services and Job Centre Plus (April 2013) to collect information to demonstrate to the Local Authority and Department of Education how we are making a difference to the outcomes for children under 5 in our community (GDPR Article 6(1)(c))

The processing of this information is lawful as it is necessary to protect the vital interests of a living person (GDPR Article 6(1)(d) and Article 9(2)(c))

The processing of this information is lawful as it is necessary the provision of our health and social care services (GDPR Article 6(1)(d) and Article 9(2)(h))

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

## Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Completion of our Children's Centre registration form is entirely voluntary.

We are a non-statutory service, so any information you provide us is optional.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.



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## How we store this data

Personal data is stored in accordance with our Data Protection Policy.

- All personal data is uploaded to the children's centre electronic database called EIS. In case where paper registrations are filed they are kept under lock and key in individual centres. All spreadsheets held securely on Lambeth's network drive.
- We use up-to-date industry procedures to protect your personal information. We have appropriate security measures in place to protect against the loss, misuse or alteration of information that we have collected from you.  
Only staff with passwords issued by Lambeth can access records and all usage is monitored to keep data safe.

When your relationship with the Centre has ended, we will retain and dispose of your personal information in accordance with our Retention of Documents policy.

Copies of this policy can be obtained from the school.

## Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- The family and representatives
- Lambeth Council and professional LA Advisors
- GSST Midwifery
- GSST Health Visitors
- Health and Social Welfare
- King's College Hospital
- Commissioned Services Partners
- LEAP (Lambeth Early Action Partnership)
- Positive Parenting Programme
- Police forces, courts, tribunals

## 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.

## Use of your personal information for marketing purposes

Where you have given us consent to do so, the Children's Centre may send you marketing information by e-mail or text promoting events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

## Your rights

### How to access the personal information we hold about you

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



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If you make a subject access request, and if we do hold information about you, 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
- Explain where we got it from, if not from you
- 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

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

## Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than 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 data protection officer.

## 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 us in the first instance.

To make a complaint, please contact our data protection officer.

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
- 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 data protection officer:

Elaine Efrat – Ascent Assets Ltd: [dpo@ascentassets.com](mailto:dpo@ascentassets.com)