Cotford St Luke Primary School

Appreciate – Believe - Challenge

Bethell Mead
Cotford St Luke
Taunton
TA4 1HZ

Telephone: 01823 430831
Email: office@cslprimary.co.uk Website: www.cotfordstlukeprimary.co.uk

Privacy Notice for Nursery (in-school)

We, Cotford St Luke Primary School are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data when your child attends our Nursery.

What we collect

We hold personal data such as:

- You and your child's name, contact details, and address
- Information about you and your child such National Insurance number and payment details
- Your child's attendance at our Nursery
- Observation, planning, and assessment records for your child which may include photos and videos to record progress
- Records relating to care for your child
- Accidents and injury details for your child
- Records relating to any incidents or concerns
- Relevant medical information such as allergies
- CCTV images, if used on site

Why we use it

We use your data to:

- Meet the needs of your child and ensure they are progressing in their development
- Keep your child safe
- Get in touch with you when we need to
- Enable you to book hours of childcare and receive the appropriate funding
- Track how well the Nursery as a whole is performing

Legal basis

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, because the law says we need to collect and share this data
- **UK GDPR Article 6(b)** – Contract, because we have a contract with you to provide childcare services
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting your information

We collect your personal data through registration forms and our interactions with you and your child. This data is essential for the Nursery's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

Storing your information

We will keep personal information about your child while they attend our Nursery. We may also keep it after they have left the Nursery where we are required to by law. If you move to a new Nursery, we will transfer information to your next setting.

Our record retention schedule/records management policy is based on the National Day Nurseries Association guidance and sets out how long we keep information about children

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Who we share your information with

We may share your data with:

- Your child's school, when they transfer to school-aged learning
- Our local authority, for funding and monitoring reasons, such as equal opportunities and update of funded hours. We may also seek support from LA teams such as the SEN support service
- The Department for Education (DfE)
- The police, if necessary
- Your child's doctor, if necessary

We do not share your data with anyone without consent unless the law and our policies allow us to do so.

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

Requesting access to your personal data and your rights

You can request the following from the Nursery:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the Nursery or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the Nursery or our Data Protection Officer at dposchools@somerset.gov.uk

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Last updated September 2026