

CHILDREN & FAMILIES PRIVACY NOTICE

Applies to	Brookhill Nursery School, Hampden Way Nursery School and St Margaret's Nursery School
Data controller	Barnet Early Years Alliance (BEYA)
Data Protection Officer	Satswana Ltd
Overall responsibility	Executive Headteacher
Approved	Autumn 2026
Review	Autumn 2027, or sooner if our data use or statutory guidance changes

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1. About this privacy notice

Barnet Early Years Alliance (BEYA) is committed to being open about how we collect, use, store and share personal information about children and their families. This notice explains what information we use, why we use it, who we may share it with and the rights families have in relation to their information.

BEYA is the data controller for the personal information covered by this notice. We process personal data in accordance with UK data protection law, including the UK GDPR and the Data Protection Act 2018.

2. The information we collect and use

Depending on the child and the services being used, this may include:

- a child's name, date of birth, address, contact details and other identifying information;
- parent and carer names, contact details and family information;
- attendance, admissions and session information;
- information about learning, development, progress and school readiness;
- special educational needs and disabilities (SEND), additional support and involvement from other professionals;
- health, medical, allergy, dietary and care information needed to keep children safe and meet their needs;
- safeguarding, child protection and welfare information where this is necessary;
- funding information, including eligibility for early education funding, Early Years Pupil Premium or other support;
- photographs and videos taken for educational, assessment, celebration or communication purposes;
- CCTV images recorded at our three nursery schools; and
- information about parents' and carers' communication with BEYA.

3. Where information comes from

Most information is provided directly by parents and carers, for example through admission forms, conversations and information shared during a child's time at nursery. We may also receive information from the local authority, health services, previous or future education settings, social care, early help, SEND services and other professionals or agencies where there is a lawful reason to share it.

4. Why we use personal information

- to admit children and provide nursery education and care;
- to understand children's needs, support their learning and development and plan appropriate provision;
- to support attendance and keep in contact with families;
- to safeguard children and promote their welfare;
- to meet children's health, medical, SEND and additional needs;
- to communicate with parents and carers;
- to administer funding and meet statutory reporting requirements;
- to keep children, staff and visitors safe, including through CCTV and appropriate online filtering and monitoring arrangements;
- to manage complaints, incidents, accidents and other records appropriately; and
- to meet our legal duties and support the effective management of our nursery schools.

5. Our lawful basis for using information

We do not rely on one lawful basis for everything we do. Depending on the purpose, BEYA may process personal information because it is necessary to comply with a legal obligation, to carry out a task in the public interest or exercise official authority, to protect someone's vital interests, or because consent has been given where consent is the appropriate basis.

Some information, such as health information, ethnicity or information about additional needs, is special category data. We only use this where an additional lawful condition allows us to do so, for example where processing is necessary for reasons of substantial public interest, safeguarding, health or social care, or where explicit consent is appropriate.

Where BEYA asks for consent, for example for particular uses or publication of photographs, consent can be withdrawn. Withdrawing consent does not affect processing that was lawful before consent was withdrawn.

6. How we store and manage information

BEYA uses secure school systems and school-owned devices to manage information. Our management information system is Integris and Arbor is used for parent communication. Access to information is limited to staff who need it for their role.

Photographs taken for routine educational purposes are taken and stored on school-owned, password-protected iPads. Images may also be backed up to school work cloud accounts. BEYA controls access to school devices and is reviewing its cloud-account management arrangements.

Routine educational photographs are normally deleted at the end of the academic year, or when a child leaves BEYA if earlier, unless there is a specific lawful reason to retain an image for longer.

7. CCTV

CCTV is used at Brookhill, Hampden Way and St Margaret's Nursery Schools for safety, security and safeguarding purposes. CCTV images are personal data and are handled in accordance with data protection law and BEYA's CCTV arrangements. Appropriate signage is displayed. CCTV footage may be shared where there is a lawful reason to do so, for example with the police, local authority or safeguarding agencies.

8. Who we may share information with

Where there is a lawful reason, information may be shared with organisations or professionals including:

- the London Borough of Barnet and other local authorities where relevant;
- the Department for Education and other government bodies where required;
- health professionals and NHS services;
- social care, early help and safeguarding services;
- SEND services and other professionals supporting a child;
- other schools or education settings when a child transfers;
- the police or other statutory agencies where required;
- our Data Protection Officer, Satswana Ltd, where appropriate; and
- organisations that process information on BEYA's behalf under appropriate contractual and data protection arrangements, including providers of our school information and communication systems.

We do not share personal information simply because someone asks for it. We consider whether there is a lawful basis and whether sharing is necessary and proportionate.

9. How long we keep information

We keep personal information only for as long as it is needed for the purpose for which it was collected, and in line with applicable legal requirements and BEYA's retention arrangements. Different records have different retention periods. Where a specific period is not stated in this notice, the relevant retention schedule or statutory requirement is used.

10. Your data protection rights

Depending on the circumstances and the lawful basis being used, individuals may have rights to access their personal information, ask for inaccurate information to be corrected, ask for information to be erased or its use restricted, object to certain processing, and withdraw consent where consent is the lawful basis. Not every right applies in every situation.

Requests about personal information should be made to BEYA. We may need to confirm identity before responding.

11. Questions, concerns and complaints

If you have a question or concern about how BEYA uses personal information, please contact the nursery school in the first instance or contact BEYA's Data Protection Officer, Satswana Ltd admin@satswana.com.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are concerned about the way your personal information has been handled.

12. Keeping this notice up to date

We review this privacy notice regularly and will update it when our use of personal information, our systems or relevant law and guidance changes. Where a significant new use of personal information is introduced, we will make families aware of it.