



# Warwick Nursery School

## Privacy Notice for Toy Library users – How we use your information

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### Who are we?

Warwick Nursery School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Warwick Nursery School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z8281635

You can contact the school as the Data Controller in writing at:

[admin1022@welearn365.com](mailto:admin1022@welearn365.com)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information.

### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

### What personal information may we process?

- Your name, address, contact details and email address from your membership form.

### Why do we use personal information?

We use your data:

- to operate our website and business

### What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reason we have for processing personal information is:

**To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract**

**Who might we share your information with?**

We will share your name and email address with DreamHost, our website provider.

We do not share your information unless the law and our policies allow us to do so.

**What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Nursery School monitors the personal information it processes and will not share personal information with a third party.

**How long do we keep your information for?**

Personal data will be retained for 7 years following receipt of that data. At the end of this period it will be deleted from our systems.

**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.

**What are your rights with respect of your personal information?**

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**Please ensure you specify which school your request relates to.**

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Review**

The content of this Privacy Notice will be reviewed April 2020.