

Privacy Notice.

Chapel Street Nursery School is committed to protecting your privacy when you give us your personal data and that of your child.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at feedback@luton.gov.uk

Data Controller	Louise Knowles.
Data Protection Officer	Yvonne Salvin Chapel Street Nursery School
Personal Data	Name, Address, medical details, ethnicity, national insurance number, progress, NASS number, SEND, Safeguarding.
Purpose for using it	To support your child's learning and pastoral needs, to provide access to school meals, to shape service delivery
Lawful basis	To carry out the performance of a public task and for special category data in the public interest of providing education and providing for the welfare of your child.
Who we share it with	Luton Borough Council, other education providers, Time For Two's, Government Portal. In some cases: Department of work and pensions and further education establishments.
Why we share it with them	Statutory returns for local government reporting, educational support eg SENCO or Educational Psychologist, to safeguard children if needed, to provide continuity of education. In some cases: To obtain funding
Any automated decision making	None
Transfer of data to a non-EU country	None
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you.

May 2018