



HUNGERFORD NURSERY SCHOOL
CENTRE FOR CHILDREN AND FAMILIES
Privacy Notice



Please read, sign and return the following:

All information provided will be treated in the strictest confidence and in accordance with the Data Protection Act.

Protecting your information

We will keep your details on the West Berkshire Children’s Centre information management database, where every reasonable care has been taken to ensure the security of your data. We will also keep your information confidential (only authorised professionals will see your information). The internal procedures of the centre cover the storage access, disclosure and destruction of our information. We will only disclose your information as required by law.

We are committed to protecting your privacy and we appreciate that you do not want the personal information you provide to us used indiscriminately. Here we explain how we use and look after your information to safeguard your privacy.

How we use your information

We collect and process your information in accordance with the Data Protection Act 1998.

Your details will be used:

- To contact you
- To provide services for you and your family
- For the general planning of services
- To provide government statistics

It may also be used:

- To share with partners agencies working with Hungerford Children’s Centre
- To ask you for general feedback on services for purposes of evaluation

Updating your details

You have a legal right to a copy of all personal information about you held by us. You also have a right to correct any errors in that information. If any of the information that you have provided to us changes please let us know.

Consent

- I give my permission for the details of my dependants and myself to be kept on the West Berkshire children’s information database.
- I understand that the information will be used for the planning of services, government statistics and may be shared with partner agencies working with Hungerford Children’s Centre.
- I understand that I may be approached for general feedback on services for purposes of evaluation.

Use of photographic images

Photographs/video may be taken during activities. This is for recording learning, training, marketing leaflets and service evaluation. We will not use the personal details or names (which means first name **and** surname) of any child or adult in a photographic image on video, our website, our school leaflet or in any of our other printed publications. We will always seek your permission if we would like to use your child’s image on our website. If you do not give permission for photographs/video to be taken of your children during activities, please tick the box

Signed: Date:

Print name: