



Everton Nursery School and Family Centre Child Application Form



PRIVACY NOTICE

for

Everton Nursery School and Family Centre
February 2026. Review February 2027.

Privacy Notice (How We Use Information About Parents)

This notice explains how Everton Nursery School and Family Centre processes personal data belonging to parents and carers of children at Everton Nursery School and Family Centre. Our Nursery School and Family Centre holds overall responsibility for the personal data processed and is referred to as the Data Controller.

For day-to-day data protection matters, Everton Nursery School and Family Centre delegates responsibility to the school's Headteacher/Head of Centre. In this document, Everton Nursery School and Family Centre are referred to as 'we,' 'us,' or 'our,' while parents and carers are referred to as 'you' and 'your.'

Much of the information we collect is classified as 'personal data,' and its use is governed by the Data Protection Act 2018 (DPA), which includes the General Data Protection Regulation (GDPR). This document provides details on:

- The information we collect
- How we use this information
- How your information is stored and the duration of its retention
- Your rights regarding this information

We have also included a section about your rights. A full Privacy Notice is available upon our school/centre website:

https://www.evertonnurseryschoolandfamilycentre.org/files/ugd/3a0342_9e1c609d597e4402aac2db7c162da3f8.pdf

What Information Do We Collect and Use About Parents?

We collect various categories of information, including:

- Personal details (e.g., name, date of birth, national insurance number)
- Contact details (e.g., address, telephone/mobile number, email address)
- Family details (e.g., details of other children, emergency contacts)
- Admission requests
- Records of communications (e.g., emails, phone messages, letters)



THE WORKPLACE
WELLBEING
CHARTER



Everton Nursery School
and Family Centre

Spencer Street

Liverpool, L6 2WF

Tel 0151 233 1969 Fax 0151 233 1960

Email evertonnfs@evertoncentre.liverpool.sch.uk

Web www.evertonnurseryschoolandfamilycentre.org

Headteacher Head of Centre Dr Lesley Curtis OBE

- Records of visits to school (e.g., time, date, person visited)
- Photographs of you or images captured on CCTV
- Banking details (e.g., credit or debit card registered with our payment system)
- Records of transactions in our payment system
- Consent for school visits

In some cases, we may also collect:

- Information about consultations with other professionals
- Information about your employment, social, and financial situation
- Information about any care or contact orders related to your child(ren)

Why We Collect and Use This Information

We use this information for various reasons, including:

- To support the admissions process
- To support your child(ren)'s learning
- To maintain a safe environment for our children
- To provide appropriate pastoral care
- To facilitate payments for activities and school meals
- To provide free school meals where applicable
- To comply with our legal obligations to share information
- To ensure your health and safety when visiting the school/centre
- To keep you informed about school news

Our Legal Basis for Using the Information

The GDPR outlines the legal bases for processing personal data. Our processing of personal data is legal based on one of the following:

- **Informed consent provided by you** [Article 6(1)(a)]

Example: Using your banking information for our payment service

- **Compliance with a legal obligation** [Article 6(1)(c)]

Example: Providing your contact details to the local authority

- **Protection of vital interests** [Article 6(1)(d)]

Example: Sharing your contact details with emergency services

- **Performance of a public task** [Article 6(1)(b)]



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Example: Recording communications about your child(ren)'s school absences

Storing Your Personal Data

Some of the personal data we collect is added to your child(ren)'s Educational Record, which is kept for the duration of their attendance at Everton Nursery School and Family Centre. If your child(ren) leaves school, their record is transferred to the next school they attend.

Other data we collect is stored in paper files or on our computer systems. The retention periods for different types of personal data vary. For example:

- Records of school admission are kept permanently, as children may request confirmation of their attendance dates.
- Correspondence about a child's absence is kept for the current year and two years afterward.
- Records of your visits to the school are kept for the current year and six years afterward.

Sharing Your Personal Data

We may share your personal data with other organisations and individuals, but only when legally required, permitted by our policies, or with your consent. Examples include sharing data with:

- Family members, associates, and representatives authorised to receive the data
- The local authority
- The Department for Education
- Healthcare, social, and welfare organisations
- Police forces and courts
- Voluntary and charitable organisations
- Our suppliers and service providers

When sharing your personal data with suppliers or service providers, we ensure that they handle your data in compliance with GDPR requirements.



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Your Rights Regarding Your Personal Data

You have rights concerning the personal data we collect and use. These rights vary depending on the legal basis for processing your data. If our use of your personal data is based on your consent, you can withdraw that consent at any time, and we will stop using the data. Withdrawal of consent must be documented in writing to the Headteacher/Head of Centre.

The right to be informed:

If requested, we must inform you whether we are collecting or using your personal data. If we are, you also have.

The right of access to your personal data:

You have the right to view, receive a copy of, and obtain more information about the personal data we hold, including any transfers to countries outside GDPR jurisdiction.

Other Rights

You also have the right to request corrections to inaccurate data, ask us to stop using it, or object to its use. In some cases, you may request the erasure of your data or ask for it to be provided in an electronic format to share with another entity. Additionally, if your data is subject to automated decision-making, you have the right to object and request human intervention in the process.

Access to Personal Data About Your Child(ren)

In the normal course of supporting your child(ren)'s education, we will share various pieces of information with you, including their achievements and any issues that arise.

Who to Contact

Everton Nursery School and Family Centre is responsible for ensuring your personal data is protected and acts as the data controller. All members of staff work for the data controller.

If you have any concerns or questions about this privacy notice, we recommend contacting the Headteacher/Head of Centre

If you are concerned about how we collect or use your personal data, we ask that you first raise the issue with us. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.