

# Privacy statement

At Montessori House Brussels we take privacy very seriously.

# The categories of children's information that we collect, hold and share include:

- personal information (such as name, address, date of birth).
- characteristics (such as ethnicity, language, nationality, country of birth, early years pupil premium eligibility).
- attendance information (such as sessions attended, number of absences and absence reasons).
- observations and assessment information and tracking of progress.
- medical information.
- information on special educational needs and disabilities.
- referrals to other relevant services.
- safeguarding information (e.g. identification document from care taker other than parents/guardians).

We also collect, hold and share some information on the children's parents/guardians:

- personal information (names, address, contact numbers and emails)

# We use the children's and parents' data to:

- support children's learning and development, and to enable staff to plan suitable activities to extend children's knowledge and skills.
- ensure that all children are safe within our childcare provision.
- monitor and report on children's progress.
- provide appropriate behavioural and emotional support as required.
- assess the quality of our services as a childcare provider.
- advise parents of excursions, reunions, summer school, and extra-curriculum courses.
- comply with the law regarding data sharing.

# We collect and use children's information under the following lawful bases:

- Contract: the processing is necessary for a contract we have with the parents/guardian of the child to provide childcare.
- Legal obligation: the processing is necessary for us to comply with the law.

- Legitimate interests: the criteria here is will our occasional email notifying you of an excursion, a reunion, or a summer camp, or an extra-curriculum course cause you harm. We do not email third-party addresses – only those with whom we have, or have had, a relationship.

#### # Collecting children's information

While most of the children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the GDPR, we will inform you whether you are required to provide certain children's information to us or if you have a choice in this.

#### # Use of photographs

We take and use photos from your children (with your permission) for use in our web site. Furthermore, we will share photos with the parents of your child's class, for use in journals and to display around the setting. All photos are deleted from the camera and tablet once shared with you and are not shared with any third parties or social media.

#### # Storing children's data

We are required to hold children's data (application form) for 15 years after children have left the provision. Your data will be held securely and will only be accessible by staff who are authorised to do so.

#### # Sharing children's information

To help the child's personal and educational development, we routinely share children's information with:

- schools that the child might attend after leaving our provision.
- childcare providers where the child is engaging currently.
- our local authority.
- special education needs co-ordinators.
- health services such as occupational therapists, speech and language therapists.

Outside of these channels, we do not share information about our children with anyone without your consent, unless the law requires us to do so.

#### # Data collection requirements

To be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## # Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child's early years record, contact [mvr@montessoribrussels.org](mailto:mvr@montessoribrussels.org).

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.
- have inaccurate personal data rectified.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us. If you would like to complain to an authority, you can raise this with the Belgian data protection authority <https://www.privacycommission.be/citoyen>.