



Children of the World Montessori School

St. Mark's Hall, Dedworth Road, Windsor, SL4 4JS

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Privacy Notice

Who We Are

Children of the World Montessori School (COTW), St Mark's Hall, Dedworth Road, Windsor, Berkshire SL4 4JS, is responsible for the personal information we hold about children, parents/carers, staff and others connected with the setting.

For questions about this notice or how we use personal information, please contact us at mail@cotwmontessori.co.uk or 01753 833771.

Information We Collect

Depending on our relationship with you, we may collect and use information including:

- names, addresses, telephone numbers, email addresses and emergency contacts;
- children's dates of birth, attendance and collection arrangements;
- health, allergy, dietary, medical and care information;
- information about learning, development, progress and wellbeing;
- SEND information and information received from or shared with relevant professionals;
- funding and eligibility information where required;
- accident, incident, medication and safeguarding records;
- photographs or other images where these are used in accordance with our permissions and procedures;
- information needed for staff recruitment, employment, suitability, training and payroll.

Why We Use Personal Information

We use personal information to provide safe and appropriate early years care and education; meet our EYFS, safeguarding, funding, employment and other legal responsibilities; communicate with families; support children's learning, development, health and individual needs; administer the setting; and protect the safety and welfare of children and adults.

Our Lawful Bases

We only use personal information where we have a lawful basis under data protection law. Depending on the purpose, this may include:

- legal obligation - where we must collect, keep or share information to meet a legal or regulatory requirement;
- contract - where information is needed to provide our service or meet employment arrangements;
- legitimate interests - where use of information is necessary for the effective and safe running of the setting and those interests are not overridden by an individual's rights;
- vital interests - in an emergency where information is needed to protect someone's life;
- consent - where consent is the appropriate lawful basis, for example for certain optional uses of photographs or information.

Some information, such as health information, is classed as special category data and receives additional protection. We process this only where an appropriate lawful basis and additional condition under data protection law applies.

Sharing Information

We do not sell personal information. We share information only where there is a lawful and appropriate reason to do so. This may include sharing with the local authority, Ofsted, health or SEND professionals, schools or other settings,

safeguarding partners, emergency services, government bodies, professional advisers and organisations that provide services to COTW.

Information may be shared without consent where this is necessary or permitted by law, including where there is a safeguarding concern or an immediate risk to a child or another person.

Keeping Information Secure

We take appropriate steps to keep personal information secure and restrict access to those who need it for their role. Paper and electronic records are stored and handled securely and confidential information is disposed of appropriately.

How Long We Keep Information

We keep personal information only for as long as it is needed and in accordance with statutory requirements and our record-retention arrangements. Different records have different retention periods; for example, safeguarding, accident, employment and financial records may need to be kept for different lengths of time.

Your Rights

Data protection law gives individuals rights over their personal information. Depending on the circumstances and lawful basis, these may include the right to:

- ask for access to personal information we hold about you or your child;
- ask us to correct inaccurate or incomplete information;
- ask for information to be erased or its use restricted in certain circumstances;
- object to certain uses of personal information;
- withdraw consent at any time where we rely on consent.

These rights are not absolute and some records must be retained or used to meet legal, safeguarding or regulatory duties. Please contact COTW if you wish to exercise a data protection right.

Concerns and Complaints

If you have a concern about how we use personal information, please contact COTW in the first instance so that we can investigate and respond. You also have the right to complain to the Information Commissioner's Office (ICO), the UK regulator for data protection.

Changes to This Notice

We will review this Privacy Notice regularly and update it when our use of personal information or relevant legal requirements change. Where a significant new use of personal information is introduced, we will make affected individuals aware of it.

Reviewed and updated: September 2026

Review date: September 2027