



Halesfield Day Nursery's Privacy Notice

Our contact details

Halesfield Day Nursery
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Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it. We are registered with the Information Commissioner's Office (ICO) and are compliant with the General Data Protection Regulations (GDPR) (2018) and Data Protection Act

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information to verify your eligibility for free childcare as applicable. If you apply to be a parent volunteer, we will collect additional information to establish your suitability to work with children.

Personal details that we collect about your child include: your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs. Where applicable we will obtain child protection plans from social care and health care plans from health professionals. We will also ask who has parental responsibility for your child and about any court orders pertaining to your child.

Personal details that we collect about you include: your name, home and work address, phone numbers, emergency contact details, and family details. If you apply to be a parent volunteer, we will ask for additional personal details (such as your date of birth) and will need to see and take copies of ID documents as part of the Disclosure and Barring Service (DBS) check process.

This information (and your consent to us holding it, where this applies) will be collected from you directly in the enrolment form (and the Volunteer application form, where applicable).

If you apply for up to 30 hours free childcare, we will also collect:

- your date of birth and national insurance number, or unique taxpayer reference (UTR) if you're self-employed. We may also collect information regarding benefits and family credits that you receive.

Why we collect this information and the legal bases for handling your data

We collect and use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your **consent** (collected from you in our Enrolment Form), we will also record your child's activities for their individual learning record. This may include photographs and videos. You have the opportunity to withdraw your consent for images taken by confirming so in writing at any time.

We have a **legal obligation** to:

- collect and retain data relating to attendance, the administration of medication and records of accidents occurring while your child is in our care
- collect data on your child's ethnicity and transfer this information to the Local Authority who must supply the anonymised data to the DfE for statistical purposes
- process safeguarding related data about your child should we have concerns about their welfare.
- transfer records and certain information about your child to the school that your child will be attending (see Transfer of Records policy)
- collect, process and retain data relating to your identity and criminal record if you apply to be a Parent Volunteer

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- the Disclosure & Barring Service (if you apply to be a Parent Volunteer)
- our setting's online learning journal provider Family
- other settings that your child attends
- the school that your child will be attending

We will also share your data:

- if we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- if it is necessary to protect your child and other children; for example by sharing information with social care or the police;
- if it is necessary to protect our or others' rights, property or safety.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect your data from unauthorised access, loss, accidental destruction, misuse, or disclosure by storing it securely (see our Children's Records and Provider Records policies):

- Hard copy records are kept in a locked cupboard in an access-controlled location at nursery
- Electronic records are kept on the nursery laptop. The data is stored in an encrypted format and accessed by staff via individual password protected logins.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer attends our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records, accident records and volunteer records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and passed onto you when your child leaves. In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our *Children's Records and Provider Records* policies).

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate. (Last reviewed: 7 December 2021)