



## **West Byfleet Nursery**

### **Privacy Notice**

**24th May 2018**

West Byfleet Nursery is committed to protecting the privacy and security of personal data.

This privacy notice describes how we collect and use the personal data which you provide to us about yourself, your child(ren) and your emergency contacts, in accordance with the General Data Protection Regulations (GDPR).

#### **Who Collects This Personal Data**

West Byfleet Nursery is a 'data controller'. This means that we are responsible for deciding how we hold and use the personal data which you provide to us.

#### **The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, surname, home address, date of birth, gender and email address)
- Characteristics (such as ethnicity, language, nationality, and country of birth)
- Emergency contact details including names and phone numbers (if you provide us with personal information about someone else, you must ensure that you are authorised to disclose that information to us and that, without us taking any further steps required by applicable data protection or privacy laws, we may collect, use and disclose such information for the purposes described in this Privacy Notice)
- Family lifestyle information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as levels of learning and development)
- Relevant medical information (such as long term conditions, and short term prescribed medication)
- Special educational needs and disability information.
- Safeguarding and child protection records.

We may also hold data about children that we have received from other organisations, including other nurseries, local authorities, and the Department of Education (DfE)

## **Why we collect and use this information**

We use the data:

- to confirm the identity of prospective children and their parents
- to provide your child with early education and childcare
- to support teaching and learning
- to monitor and report on progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard children's welfare
- to manage internal policy and procedure
- for legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- to enable the relevant authorities to monitor the nursery's performance and to intervene or assist with incidents as appropriate;
- for security related purposes

It is important that the personal data we hold about you and your child(ren) is accurate and current. Please keep us informed if any of your personal data changes at any time during your relationship with us.

## **The lawful basis on which we use this information**

We collect and use your information on the following lawful bases;

- we need to comply with a legal obligation
- we have obtained consent to use it in a certain way
- we need to protect an individual's vital interests (or someone else's interests)
- the processing is necessary to give effect to a contract between you and us

Some of the reasons listed above for collecting and using personal data overlap and there may be several grounds which justify our use of this data.

## **Collecting child and parent information**

Whilst the majority of information you provide to us is voluntary, some of it is provided to us on a mandatory basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain information to us or if you have a choice.

## **Storing data**

We keep the personal data which you provide to us on computer systems and on paper.

We only retain this personal data for as long as necessary in accordance with time frames imposed by law and our internal policy.

For example

- children's records - including admission forms, 'all about me' forms, emergency treatment forms, registers, medication records, accident/incident records and transition reports; will be kept until the children reach the age of 21 or 24 years in cases of SEND or child protection.
- forms relating to Early Years Funding will be kept for 7 years.
- copies of birth certificates or passports will be shredded once your funding claim has been accepted.

## **Who we share children's information with**

We may share your personal data with third parties where it is necessary. For example we share your personal data with;

- The Department of Education (DfE)
- Local Authority for Early Years funding
- Ofsted and HSE in the case of a reportable accident
- Surrey Multi Agency Safeguarding Hub (Surrey MASH)
- the school or nursery that the child attends after leaving us
- Tapestry and Parenta Nursery Management Software (Abacus)
- other professionals for SEND support (your specific consent will be sought for this)

Where we share personal data, we will do so securely or anonymised where possible and the recipients of the information will be required to respect the security of your data and to treat it in accordance with the law.

We do not transfer your personal data outside the EU.

## **Why we share information**

We do not share information about our children and parents with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins Early Years funding and SEND status reporting. We are required to share information about our pupils with our local authority (LA) for Early Education funding purposes and the Department for Education (DfE) for the Annual Early Years Census.

## **Security**

We have put in place measures to protect the security of your personal data (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

## **Your Rights**

Under data protection legislation, you have the right to request access to the personal data which we hold about you.

To make a request for your personal data please contact Catherine Hill by emailing her at [businessmanager@westbyfleetnursery.co.uk](mailto:businessmanager@westbyfleetnursery.co.uk)

You also have the right to:-

- object to the processing of personal data that is likely to cause, or is causing, damage or distress:
- prevent processing for the purposes of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by breach of data protection regulations.

If you want to exercise any of the above rights, please contact Catherine Hill by emailing her at [businessmanager@westbyfleetnursery.co.uk](mailto:businessmanager@westbyfleetnursery.co.uk)

We may need to request specific information from you to help us confirm your identity and ensure your right to access the personal data ( or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

## **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Catherine Hill. Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Catherine Hill in the first instance.

You have the right to make a complaint at anytime to the information Commissioners Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>

## **Changes to this privacy notice**

We reserve the right to update this privacy notice at anytime and we will provide you with a new privacy notice whenever we make any substantial updates. If you need to access our privacy notice at anytime it can always be accessed via our website. [www.westbyfleetnursery.co.uk](http://www.westbyfleetnursery.co.uk)