



Leigh Village Abbots Pass Hall, Bunce Common Road, Leigh, Surrey RH2 8NP
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PRIVACY NOTICE FOR PARENTS

Data Controller: Leigh Lollipops Nursery, Abbots Pass Hall, Bunce Common Road, Leigh, Surrey RH2 8NP. 01306 611381.

The lead on data compliance at Leigh Lollipops Nursery: The Nursery Manager

1) Introduction

Leigh Lollipops Nursery is a 'data controller' for the purposes of the *General Data Protection Regulation (GDPR) 2018*. This means that we are responsible for deciding how we hold and use personal information about you.

Leigh Lollipops Nursery collects, stores and processes personal information about you and your child to provide care and learning that is tailored to meet your child's individual needs.

This privacy notice explains:

- what personal data we collect and process;
- why we collect it;
- how we use it; and
- how we protect it.

We are committed to:

- protecting the privacy and security of any personal data we hold about you and your child;
- being clear and transparent about how we collect your personal data and that it is used in line with your expectations; and
- meeting our data protection obligations under *GDPR*.

2) Data Protection Principles

Leigh Lollipops Nursery complies with data protection law. This means that the personal information we hold about you and your child must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes which we have explained to you clearly and not used in any other way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

3) What personal data do we collect and process?

We collect and process a range of personal data about you and your child.

Personal details that we collect about your child include:

- your child's name;
- date of birth;
- address;
- health, medical, dietary, cultural and religious needs or preferences;
- immunisation history;
- development needs; and
- any special educational needs, disabilities or concerns.

We will also ask you for information about:

- your child's doctor, dentist and health visitor;
- any other professionals involved with your child (for example, educational psychologist, social worker, family worker or speech and language therapist);
- any other nursery, childminder or setting your child attends;
- who has parental responsibility for your child, who has legal access to your child, who your child normally lives with; and
- any court orders pertaining to your child.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Personal details that we collect about you include:

- your name;
- home and work address;
- phone numbers;
- email address;
- emergency contact details and other persons authorised to collect your child from the Nursery; and
- family details.

This information will be collected from you directly on our Registration Form.

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

- your national insurance number or unique taxpayer reference (UTR), if you are self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

4) Why we collect this information and the lawful basis for handling your data

We collect and use personal data about you and your child to comply with our legal obligations under:

- the Statutory Framework of The Early Years Foundation Stage (EYFS) 2017; and
- Ofsted regulations.

We 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;

- support your child's well-being and development;
- manage any special educational, health or medical needs of your child whilst at our setting;
- carry out regular assessments 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 verify and process your claim for up to 30 hours early years free childcare (only where applicable); and
- to keep you updated with information about our service.

With your consent, we will also record your child's activities for their individual Learning Journey Folder. This may include photographs. You will have the opportunity to withdraw your image consent, at any time, by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

5) 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:

- Ofsted - during an inspection or following a complaint about our service;
- the Local Authority (where you claim up to 30 hours early years free childcare as applicable);
- the Government's eligibility checker (as above);
- our insurance underwriter (if applicable); and
- the primary 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;
- to protect your child and other children; for example, by sharing information with social care or the police; and
- 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.

6) How do we protect your data?

We take the security of your data seriously. We have policies and procedures in place to protect unauthorised access to your personal data and to prevent it from being lost, accidentally destroyed, misused or disclosed.

We keep data stored in a locked filing cabinet / locked cupboard in the Nursery and in encrypted / password protected computer files.

7) How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting. Medication records and accident records may be kept for longer according to

legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances, for example 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.

8) Automated decision-making

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

9) Your duty to inform us of changes

It is important that the personal information that we hold about you and your child is accurate and current. Please be sure to keep us informed if your personal information changes during your child's time with us.

10) 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's 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/>

11) Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.