

	Privacy Notice for Bookworms Nursery
Owner	Data Protection Officer
Approval by Corporation	Not applicable
Date reviewed:	May 2018
Date for next review:	May 2019

Introduction

The College adheres to the General Data Protection Regulation (GDPR), with respect to all information held about students. The College is registered with the Information Commissioner’s Office - Registration Number Z7286389.

The Data Protection Officer can be contacted via email dpo@farn-ct.ac.uk

Personal information that you provide and that we hold about you and your child

For administrative purposes the College needs to hold certain personal information about children in the nursery and their parents/guardians. This information is provided by you during the registration process. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The personal information we hold about your child includes:

- name, date of birth, including a copy of their birth certificate
- medicines
- allergies
- photographs
- record of accidents, incidents and pre-existing injuries

The personal information we hold about you includes:

- Name and address, telephone number and email address
- We record your NI number for EYE funding
- Names and phone numbers for nominated emergency contacts

This personal information that the College holds is required in order to deliver the childcare offered. If you do not wish to give this personal information, then the College may not be able to offer you a place for your child at Bookworms Nursery.

Purpose of holding this personal information

We use this information to:

- Look after your child in a safe environment
- Keep you informed of their progress
- Charge fees as appropriate for childcare services.

The lawful basis on which we use this information

Under the GDPR, it is necessary for the College to demonstrate the lawfulness of processing your personal information.

The lawful reasons for processing your personal information are:

- Consent given freely by you, by signing the registration form
- for the delivery of the contract to which you are party – i.e. delivery of childcare
- for legal obligations to which the College must comply
- in order to protect your child's vital interests

Retaining your information

- Registration Forms are kept for 3 years after your child leaves the nursery.
- Your child's development reports are only held while your child is registered as attending the nursery. Once your child leaves, their development record is passed to you.
- Medicine Forms are kept for 3 years after your child leaves the nursery.
- Accident, incident and pre-existing injury Forms are kept until 3 years after your child's eighteenth birthday.

Sharing your information

Your personal information will only be shared with:

- Social Services if there is a concern for safety
- Hampshire County Council, EYE funding team for 2, 3 and 4 year old funding

We do not share your information with anyone outside of the UK.

Keeping your Data Secure

Data that we hold electronically is stored in an encrypted format that is accessed by authorised staff only, and is password protected. Paper records are kept in secure cabinets or secure offices.

Your rights

Under data protection legislation, you have the right to request access to the information that we hold about you and your child. A request to access your personal information is known as a 'Subject Access Request' and must be made in writing to the Data Protection Officer.

You also have the right to:

- withdraw your consent to process data, where the lawful basis is stated at 'Consent'
- 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
- have your details erased from our records when they are no longer necessary or have been unlawfully processed
- receive a copy of your data in a machine readable format (known as data portability)

If you wish to exercise any of the rights set out above, please complete the form available on the College website, or contact dpo@farn-ct.ac.uk for a copy of the form.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. (Alternatively, we may refuse to comply with your request in these circumstances.)

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

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 in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>