

# PUDDLEDUCKS CHILDRENS DAY NURSERY LTD - DATA PROTECTION PRIVACY NOTICE



## Collecting data

As a nursery it is necessary for us to collect personal information about you and your child. For the majority of data we collect, the lawful basis for doing so falls under the category of 'legal obligation' such as names, date of birth and addresses as we have a legal requirement to obtain this data.

Some data we collect, for example, photographs of your child, requires you to give consent for us to do so. Where this is the case, you will be required to sign a consent form to 'opt in' and have the right to withdraw your consent at any time.

You may also be required to provide data as part of your contract with the setting or local authority, for example, in order for us to claim government funding for your child.

In order for us to collect data from you, you will be required to complete paper forms. The types of data we collect from you include:

- Full names
- Your child's date of birth
- Home address
- Religion and nationality
- Work address and contact numbers
- Telephone number(s)
- Names, contact numbers and addresses of your emergency contacts
- Your email address
- Your child's medical conditions
- Any court order information relating to yourself or your child

Whilst your child attends with us, we may also collect the following information:

- Ongoing progress and development records
- Photographs
- Accident records
- Medical records
- Attendance records
- Safeguarding/child protection logs and reports
- Your date of birth and national insurance number (for funding purposes)
- Birth certificate, red book or passport (for funding purposes)

## Sharing information with others

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so. We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- there is evidence that the child is suffering, or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

## Security

We will keep data about you and your child secure. We will protect your data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected. Any possible data breaches will be investigated and where necessary, reported to the ICO.

### **Data retention**

We will hold information about you and your child only for as long as the law says and no longer than necessary. After this, we will dispose of it securely. Please see appendix i. of our General Data Protection Regulation policy for more information.

### **Your rights**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong. This needs to be requested in writing and the deadline for us to respond is 40 days; a small fee may be charged depending on the amount of data requested. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- withdraw consent where given;
- prevent processing for the purpose 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 a breach of the Data Protection regulations.

### **Our Commitment**

We will only collect information that is necessary for what we do and will make sure that it is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal to do so.

We will comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Puddleducks Children's Day Nursery GDPR policy and procedures. We will support you with any questions or problems that you may have with the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

The member of staff responsible for ensuring that the setting is compliant with the GDPR is **Sarah Kelly (Company Director/Manager)**. The main duties are to ensure that the provision is compliant with GDPR and audit all personal data held; establish an Information Asset Register and maintain it; ensure all staff are aware of their responsibilities under the law, including delivering staff training; undertake investigations when there is a breach of personal data reporting to the ICO where necessary and keeping up to date with the legislation.

The setting is also registered with the Information Commissioners Office and the certificate can be viewed in the office or on the board in the entrance hall.

For more information or if you have any queries, you can contact Sarah Kelly on 01347 878648 or via email at [sarah@sheriffhuttonnursery.co.uk](mailto:sarah@sheriffhuttonnursery.co.uk). You can also visit the ICO website at <https://ico.org.uk>