



Pippins Children's Nursery

Privacy Notice

May 2018

WEB: www.pippinsnursery.co.uk

EMAIL: pippins@whites-farm.co.uk

Proprietors: Sally Scobie & Anita Huckle

Pippins Children's Nursery
White's Farm, Bures Road
White Colne, Colchester
Essex. CO6 2QF
Tel: 01787 228567

Introduction

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions you can make about your own information. We value your privacy and want to be clear about the data we collect, how we use it and your rights to control that information. We will never sell it to third parties. If you have any questions about this notice please contact Lynne Dear, the Nursery Manager.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, person to contact in the event of emergency and child information. We may also hold information such as your religion or ethnic group, CCTV photos of you.

How and why does Pippins Children's Nursery collect and use personal information?

We have set out below examples of the different ways in which we use personal information and where this personal information comes from. The primary reason for using your personal information is to provide Early Years educational services to your child.

- We obtain information about you from the enrolment form. We may also get information from professionals such as Health Visitors and local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other children at Pippins Children's Nursery.
- We use CCTV to ensure that Pippins is safe. CCTV is not used in private areas such as the bathrooms.
- We take photographs and videos of the children for My Montessori Child (our online learning journal) and displays.
- We may take photographs or videos of your child and use on social media and the Pippins website. This is to show prospective parents what we do and to advertise the nursery. We may continue to use these photographs and videos after your child has left Pippins.
- We may send you information to keep you up to date via our call parents email system e.g. newsletters, useful parent information.
- We may keep details of your address when your child leaves Pippins so we can send you information.
- We may retain your child's paper details in our archive cupboard and on My Montessori Child software until they can be erased from the system or until we are legally allowed to dispose of.

- We obtain information to send to Essex County Council to obtain the Early Years Funding for your child.

Storing Information

We will keep your information on computer systems and sometimes on paper.

Sharing person information with third parties

- In accordance with our legal obligation, we may share information with local authorities, Ofsted, Essex Children's and Families Hub or Suffolk Multi agency safeguarding hub (mash), Suffolk professional consultation line where we have any safeguarding concerns.
- On occasion we may need to share information with the police.
- We may also need to share information with our legal advisors for the purpose of obtaining legal advice.
- We may share some information with our insurance company, e.g. where there is a serious incident at the nursery.
- If your child leaves us to attend another setting we may need to provide that setting with information about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent or step parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with nursery fees.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on the nursery premises.
- We share your information with My Montessori Child, which is a reputable software programme designed to support staff in storing information that relates to children and parents.

Our Legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you.

Pippins Children's Nursery relies on legitimate interests for most of the ways in which it uses your information. Pippins Children's Nursery has a legitimate interest in:

- Providing Early Years education services to your child;
- Safeguarding and promoting the welfare of your child (and other children)
- Promoting the objects and interests of the nursery. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid nursery fees are due:
- Facilitating the efficient operation of the nursery: and
- Ensuring that all relevant obligations of the nursery are complied with.

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal Information

Where the nursery needs to use your information in order to comply with a legal obligation, for example, to report a concern to Children's services. We may also have to disclose your information to third parties such as the courts, the local authorities or the police where legally obliged to do so.

Vital Interests

For example, to prevent someone from being seriously harmed or killed.

Public interest – Pippins Children's Nursery considers that it is acting in the public interest when providing Early Years education.

Pippins Children's Nursery must also comply with additional conditions where it processes special categories of personal information. These special categories are as follows; personal information revealing racial or ethnic origin, political opinions, religious or philosophical belief, trade union membership, genetic information, biometric information, health information and information about sex life or orientation.

- ***Substantial Public Interest***

The processing is necessary for reasons of substantial interest.

- ***Vital Interest***

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt or unconscious.

- ***Legal Claims***

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors or insurers.

- ***Medical Purposes***

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can opt out of this consent at any time. Any use of your information before you withdraw your consent remain valid. Please speak to Lynne Dear, the Nursery Manager, if you would like to opt out of any consent given.

For how long do we keep your information?

We will keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child leaves our setting, for example, Early Years ask that we keep funding information and we have a legal duty to keep information for safeguarding purposes.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we have good reason and only if we are allowed to do so under data protection law.

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- If vital information is incorrect you can ask to correct it;
- You can also ask what information we hold about you and provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- You can ask us to delete the information that we hold about you in certain circumstances, e.g. where we no longer need the information;
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- Our use of information about you may be restricted in some cases, e.g. if you tell us that the information is inaccurate, we can only use it for limited purposes whilst we check its accuracy.

Lynne Dear, the Nursery Manager can give you more information about your data protection rights.

Further information and guidance

Lynne Dear, the Nursery Manager is the person responsible at Pippins Children's Nursery for managing how we look after your personal information and deciding how it is shared.

Like any other organisation we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly – that we get the information fairly. This notice is to explain how we use your personal information.

If we need to change this Privacy notice we will post these changes on the notice boards and emails so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office – ico.org.uk

By providing us with personal information and you and your child you agree that we may collect and use your information in accordance with this Privacy Notice.