



14 Privacy Notice for Parents, Guardians, Carers & their Children

Data controller: Summertime Nursery & Preschool, C/O The Thomas Hardy School, Queens Avenue, Dorchester, Dorset DT1 2ET. Tel: 01305 257756

Data protection officer: Mrs Jan Furzer, Office Manager, Summertime Nursery & Preschool (address and telephone as above). Email office@summertimenursery.co.uk.

About Summertime Nursery & Preschool and your privacy

Summertime Nursery & Preschool is a 35 place nursery in Dorchester, which opened in 2007. We understand that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers including parents, guardians, carers and children, and will only collect and use personal data (also referred to as 'personal information' in this document) in ways that are described here, and in a way that is consistent with our obligations and your rights under the law. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What personal information do we collect and process?

We collect and process a range of personal data (also referred to as "personal information" in this document), relating to parents, guardians, carers and their children who use our Nursery and Preschool services. This includes:

- your name, photographs, address and contact details, including email addresses and telephone numbers;
- your relationship to the child who attends Summertime Nursery & Preschool;
- your national insurance number, parental dates of birth, Government Gateway account reference, GP contact details;
- your child's name, age, date of birth, gender and address;
- details of any allergies, disabilities or health issues that your child may have;
- names, addresses, contact details and photographs of other family members you wish to have access to your child's learning journey, or who may collect your child on your behalf;
- CCTV and camera footage from CCTV in the grounds of The Thomas Hardy School on whose site our building is based, and the camera on our entrance door buzzer.

Personal information that we collect about your child's allergies, disabilities and health issues are considered a special category of sensitive data.

How is the personal information collected?

We collect and process personal information relating to parents, guardians, carers and their children in a variety of ways. For example, data might be obtained through the application and enrolment processes, including from your child's birth certificate. Additionally, personal data will be collected when you sign up to receive our newsletter or respond to surveys or complete and submit any forms on our website. Other data may be obtained if you contact us with a query by phone, email or letter regarding your child, for example in relation to an allergy.

We will also collect personal data about you and your child from third parties, such as from external support services including for example, health and social workers, speech therapists, portage, physiotherapists etc.

Photographs of your child will only be used having first obtained your explicit consent.

Personal data is stored in a range of different places, including in our ordering system, on our website and in other IT systems (including the Company's email system).

Why do Summertime Nursery & Preschool process personal data? We will only use personal information related to you and/or your child when the law allows us to. We process this personal information for the purposes listed in this document relying on one or more of the following lawful grounds:

- where we need to perform the service you have requested;
- where it is necessary for us to comply with a legal obligation;

- where you have freely provided your specific, informed and unambiguous consent for particular purposes; and,
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

For example, we need to process data to take steps at your request to enrol your child into the Nursery. In some cases, we need to process data to ensure that we are complying with Health & Safety and other legal obligations, for example, in relation to allergies that a child might have. In other cases, we have a legitimate interest in processing personal data which allows us to:

- respond adequately to your requests for services or information and manage our relationship with you;
- provide childcare services to individuals and their families;
- provide a safe, health and suitable environment for those whom we provide services;
- provide information regarding our services and areas of interest to our customers, such as parenting and childcare
- aid in the administration of our services to our customers;
- administer first aid, emergency and other medical care, when necessary;
- meet our obligations under Health & Safety, Safeguarding and other related legislation and regulations;
- operate and keep records of our business activities and growth;
- facilitate and process payments for the services we provide;
- communicate with parents, guardians, carers and their children to gain feedback on the service we provide;
- provide information to those who have signed up to our newsletter subscription service;
- respond to and defend against legal claims.

Where we rely on our legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by your rights and freedoms and have concluded that they are not.

Who has access to your data? Your information and/or your child's information will only be shared with appropriate senior management and staff within the organisation if access is necessary for the performance of their role.

We also share both your own and your child's personal data with third parties that process data on our behalf for example in connection with banking and financial services, when processing payments. We will also share relevant information with local authorities such as education and health services. We use an online system called Tapestry to record your child's progress and another known as Parenta which relates to nursery management systems. We may also use your data to report suspected offences to the appropriate authorities in relation to child welfare.

We will not transfer your own or your child's personal data outside of the European Economic Area. We will also not sell or rent your own or your child's personal information to third parties for marketing purposes.

How do Summertime Nursery & Preschool protect your data?

We take the security of your own and our child's personal data seriously. We have internal policies and controls in place to try to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed (unless stated otherwise within this privacy notice) by anyone other than our employees in the performance of their duties. All of our computers are password protected.

Printed copies of personal data that are no longer needed are disposed of using confidential waste systems such as shredding and/or collection and secure destruction by certified confidential waste operators.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We will seek further information to confirm the identity of parents, guardians or carers who request access to their own or their child's personal data, so that we can be sure the data is only released to the appropriate person.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner of a suspected breach where we are legally required to do so.

How long do Summertime Nursery & Preschool keep your data?

We will retain your personal information for the duration of our business relationship and afterwards for as long as is necessary and relevant for our legitimate business purposes, or in accordance with the laws which are applicable to our service industry. Where we no longer need your personal information, we will dispose of it in a secure manner.

Your rights

As data subjects, you and your child have a number of rights. You can:

- access and obtain a copy of your own or your child's personal data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your own or your child's data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your own or your child's data where we are relying on our legitimate interests as the legal ground for processing; and,
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer: Mrs Jan Furzer Office Manager, Summertime Nursery & Preschool, The Thomas Hardy School, Queens Avenue, Dorchester, Dorset, DT1 2ET. Tel. 01305 257756. Ordinarily, you will not have to pay a fee to access your personal data (or to exercise any of the other rights).

Cathy White Manager November 2022

However, we are allowed by law to charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we can refuse to comply with the request in such circumstances.

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

If you believe that we have not complied with your data protection rights, you can complain to the [Information Commissioner](#).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide personal data to us. However, if you do not provide certain information, we may not be able to process your application to admit your child to the Nursery properly or at all.

Unsubscribing from newsletters and data lists

If you no longer wish to subscribe to our newsletter or any other documents we may forward by email, you can unsubscribe at any time contacting Jan Furzer, Office Manager Summertime Nursery & Preschool, The Thomas Hardye School, Queens Avenue, Dorchester, Dorset, DT1 2ET. Tel. 01305 257756.

Changes to this privacy notice

Summertime Nursery & Preschool reserve the right to update this privacy notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

If you have any questions about this privacy policy, please contact the Data Protection Officer Mrs Jan Furzer, Office Manager, Summertime Nursery & Preschool, The Thomas Hardye School, Queens Avenue, Dorchester, Dorset, DT1 2ET. Tel. 01305 257756.

Issued for and on behalf of Summertime Nursery & Preschool