

Privacy Policy

The following statement covers the requirements of the *General Data Protection Regulation (GDPR) 2018*.

It informs you of how Summertime Nursery collects and uses your personal information.

We may collect the following information (this list is not exclusive)

- ❖ Personal details, name, address, date of birth.
- ❖ Contact details, telephone numbers, e-mail address, emergency contact details
- ❖ National Insurance Numbers
- ❖ Medical data
- ❖ Dietary information, allergies or intolerances
- ❖ Consent/Permissions
- ❖ Special Educational Needs

How we use this information

We only collect and use your data for

- ❖ Internal record keeping
- ❖ To allow you to register your child
- ❖ Consent for your child
- ❖ Funding applications
- ❖ Childs learning journal
- ❖ Making sure the right medical care is given to your child if required

Information selected to send to third party organisation if required

- ❖ Medical information
- ❖ Schools
- ❖ Safeguarding
- ❖ Social Services
- ❖ Other settings

Processing of personal data

Summertime Nursery holds and process your information to allow us to:

- ❖ Provide appropriate childcare
- ❖ Support your child's learning process
- ❖ Report on your child's progress (Tapestry)
- ❖ Ensure the correct medical treatment is given, if your child was to become ill or an accident was to take place.
- ❖ Contact in emergency's
- ❖ Proof of consent
- ❖ Funding claims

Here at Summertime Nursery we comply with the obligations under the GDPR to keep all personal data; up to date, storing and depositing securely, not collecting or retaining large amounts of personal data. Protecting all personal data from loss, damage or misuse by ensuring the correct technical measures are in place to protect all personal data.

Website use

You can download policy's and registration forms from our website.

Although we maintain high standards of security on our website the internet is not completely secure we will do our utmost to protect your information. If you wish to email registration forms or any other information to us, you do so at your own risk.

If we receive information through the internet (e-mail) once received, we use strict procedures to minimise your information being used with unauthorised access.

The lawful process of collecting data

We collect and process all the personal information given to us by parents and guardians under the lawful process. We need to process this data to enable us to fulfil the contract we hold with you. Without this we would not be able to keep our agreement and therefore your child could not be kept in our care.

The legal requirement of all medical data regarding your child is vital to keep them safe whilst in our care.

All data regarding your child's ethnicity, race and religion is processed under the requirements of the Local Authorities. In accordance with Summertime Nursery's equal opportunities policy and making sure we are meeting the Equality Act 2010.

Who collects this data

Summertime Nursery will collect your data.

This data we collect will be about you and your child and will be obtained in the registration pack you complete when you register your child.

An annual delectation will be required, and some information will be on an ad-hoc basic as needed.

Storage of data

All data is kept on software programmes or paper format.

All paper format data is kept in a secure location, i.e. locked filing cabinet within a locked office, with only authorised staff members having access.

All software systems are password protected, this information is only given to those staff members who need to access this information.

Who we may share this data with

We will only share your personal data with third parties when legally obliged to do so.

This will include Local Authorities, Ofsted, NHS, Police and enforcing agencies.

Your information or your child's will not be passed on to any other person outside of Summertime Nursery unless explicit consent has been given by you.

We may also need to share your child's progress data with school's ready for transfer from nursery or to a receiving nursery, however this will only take place with your consent.

Data retention

Summertime Nursery will not hold any personal data longer than is necessary.

- ❖ Child and Parent data - 1 month after child leaves
- ❖ Safeguarding information - until the child reaches 25 years
- ❖ Medical and health - 1 month after child leaves
- ❖ Accident data - kept for 21 years 3 months
- ❖ Child's learning journal - passed on to Parents, receiving School or Nursery setting.
- ❖ Funding forms - 3 years after child leaves

All data will be securely disposed of once the retention period has expired.

Security

Here at Summertime Nursery we are committed to ensuring that all personal information is kept secure.

To secure all information gathered by us we have put in place electronic, physical and managerial procedures to secure and safeguard all information collected by us.

We are members the international Commissioners Office (ICO) any breach in security will be reported.

Further processing

If at any point we need to use your personal data for a new purpose, where and whenever necessary, we will seek your consent.

Your rights

Under the new GDPR you have the right to request access to any of your data held by Summertime Nursery regarding you or your child. If you wish to make a request to view your details, please contact the Nursery Manager.

If at any point you feel your data is not being handled correctly or you are unhappy with any of the above issue, contact the Nursery Manager

May 2018

