

How we use your information - Privacy Notice for Parents

Definitions

In the context of this Notice:

The term "Nursery":

- Means any nursery or preschool facility owned and operated by Mrs H.E. Cornock.

The terms "we" and "us":

- Means the Nursery as per the previous definition

The term "Controller":

- Replaces the term "Data Controller" as defined in the Data Protection Act (1998).
- Has the same meaning as defined in the Data Protection Act (2018) ("DPA2018") and the GDPR.

The term "Compliance Manager":

- Describes the member of staff designated by the Controller to act on their behalf in relation to the day to day administration of this notice. Although this position will and can only be filled by a person holding a very senior position within the Nursery hierarchy, it is not autonomous. Ultimate legal responsibility for Data Protection and the application of this notice lies with the Controller.

Introduction

This notice is to tell you how we use the personal information or personal data we collect about you and your child and what we do with that information.

The GDPR explicitly states that children's personal data merits specific protection. It also introduces new requirements for the online processing of a child's personal data.

Children have the same rights as adults over their personal data. These include the right to:

- be provided with a transparent and clear privacy notice which explains how their data will be processed
- be given a copy of their personal data
- have inaccurate personal data rectified and incomplete data completed
- exercise the right to have personal data erased if they wish.

Even if a child is too young to understand the implications of their rights, they are still their rights, rather than anyone else's such as a parent or guardian (Information Commissioners Office, 2018).

Parents may therefore also wish to view our Privacy Notice for Nursery Children because a child may exercise these rights on their own behalf as long as they are aged 13 years (Minimum age as defined by DPA2018) or over and are competent to do so. In England and Wales and Northern Ireland, competence is assessed depending upon the level of understanding of the child.

Who we are

For the purposes of Data Protection legislation, Mrs H.E. Cornock is the "Controller" (Data Controller).

The postal address of the Nursery for the purposes of this notice is:

Mia Rose Nurseries,
Lydney Park Estate,
Lydney,
Glos, GL15 6BU.

If you would like to contact us about your personal information you can contact our Compliance Manager who is:

Mr. P. Cornock,
Compliance Manager,
Mia Rose Nurseries,
Lydney Park Estate,
Lydney,
Glos, GL15 6BU.

Email: paul.cornock@miarosenurseries.co.uk

What information we collect and hold

Personal information is any information we hold that identifies you and/or your child, including:

- names, addresses, date of birth, telephone numbers, email addresses and other contact details;
- parents' bank details and other financial information;
- child characteristics (such as nationality, language, country of birth);
- Observational, developmental, admissions and attendance records, including information about any special needs;
- children's medical records, held securely and accessed by any teaching and pastoral or resident staff that need to be aware;
- where children go when they leave us.

Why we collect and use this information

We collect and use information to enable us to care for children, including:

- as part of the admissions process to admit children to the Nursery;
- to deliver and support nursery children's education and learning, including musical education, physical training, spiritual development, extra-curricular activities and to support any additional educational needs;
- to monitor and report on children's progress;
- to provide appropriate pastoral care and to safeguard children's welfare;
- to assess the quality of our services;
- to make use of photo and video images in nursery publications, on the Nursery website and (where appropriate) on the Nursery's social media channels;
- to monitor use of our IT and communications systems in accordance with our policies;
- for safety and security purposes, including CCTV;

We also collect and use information for us to operate as a nursery, including:

- to enable relevant authorities to monitor the Nursery's performance and to intervene or assist with incidents as appropriate;
- to give and receive information and references about past, current and prospective nursery children to/from any educational institution that the child attended or where it is proposed they attend; and to provide references to potential employers of past Nursery Children;
- to secure funding for the Nursery or on behalf of individual children;
- to comply with the law regarding data sharing.

The lawful basis on which we use this information

The use of your information for these purposes is lawful for the following reasons:

- Where it is necessary to use this information to perform our contract with you to provide childcare services.
- Where it is necessary to use this information for our legitimate interests, except when this would be unfair to the individual. Our legitimate interests include providing childcare services, safeguarding and promoting children's welfare, promoting the objects and interest of the Nursery and facilitating its efficient operation.
- The Nursery is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard children.
- It is necessary for us to hold and use information for the purposes of our functions in providing childcare, which is in the public interest.
- We do not usually need consent to use personal information. Where we do require consent we will contact you, or your child if your child is deemed to be of the age appropriate to provide their own consent.

Collecting information

For the majority of personal information we ask for this directly when children join the Nursery and for parents to let us know of any changes while their children are with us. We may also ask for additional information during a child's time at the Nursery for example in email communication, written assessments or trip permission.

We may also receive information about children from a previous nursery/school, local authority and/or the Department for Education (DfE).

Storing data

As a provider of childcare we have lawful and necessary reasons to hold on to some information and we are required to keep certain records until children reach age 25, or beyond in some circumstances.

The Nursery's Record Retention Policy provides details of the data we store and how long for.

Who we may need to share information with

For the most part, personal information collected by the Nursery will remain within the Nursery, and will be accessed on a 'need to know' basis.

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties that personal information will be kept securely and only in accordance with our instructions.

We may need to share child and/or parent information with:

- schools/nurseries that children move to if they leave the Nursery;
- our local authority or the local authority in which a child lives;
- the Department for Education (DfE);
- the Department of Work and Pensions (DWP)
- UK Visas and Immigration;
- other bodies for the purpose of a child's education.

Information disclosed to some people/services may include sensitive personal information. Usually this means information about health and any special educational needs or disabilities a child may have. We do this where it is in the child's vital interests for their personal information to be passed to other services.

We do not normally transfer information to a different country which is outside the European Economic Area, apart from if parents live overseas or if a child moves to a new nursery or school abroad. If this happens we will carry out checks and put security measures in place to make sure that it is safe to transfer the information.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information that we hold about them.

Requests for your personal data must be made in writing¹ and addressed to:

Mr. P. Cornock,
Compliance Manager,
Mia Rose Nurseries,
Lydney Park Estate,
Lydney,
Glos, GL15 6BU.

Your rights

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use;

There is more information in our Data Protection Policy.

If you have a concern about the way we are collecting or using your personal data, we ask 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/> or the address below:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745.

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Mr. P. Cornock,
Compliance Manager,
Mia Rose Nurseries,
Lydney Park Estate,
Lydney,
Glos, GL15 6BU.

Email: paul.cornock@miarosenurseries.co.uk

¹ See Nursery's Data protection - Subject Access Rights policy for an explanation of why the request must be in writing and for more detail in general.