



## GDPR PRIVACY STATEMENT PARENT & CHILD

### WHAT IS THE PURPOSE OF THIS DOCUMENT?

Sallywags is committed to protecting the privacy and security of your personal information. We will only collect information that is necessary for what we do. 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 practicable, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

### THE KIND OF INFORMATION WE HOLD ON YOU

We need information about you and your child to register your child and to use the nursery. We will make sure that the following information we hold on you about you and your child is accurate and up to date when we collect it. You can help us with this by keeping us informed of any changes to the information we hold on you and your child.

#### Children:

- Name, Date of birth, Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
- Emergency contact should Parents be unavailable and the emergency contact's contact details
- Record book for each Child containing the work of the Child whilst at the Nursery, observations about the Child's development whilst at the Nursery from Employees of the Nursery, specific examples of the Child's progress, photographs demonstrating the Child's development whilst at the Nursery, and personal details of the Child (e.g. their date of birth) ("Progress Report")
- Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of Children

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Child's race or ethnicity, spoken language and nationality.
- Information about a Child's health, including any medical condition, health and sickness records.
- Information about a Child's accident or incident reports including reports of pre-existing injuries.
- Information about a Child's incident forms / child protection referral forms / child protection case details / reports.

#### **Parents:**

We will collect, store, and use the following categories of personal information about Parents:

- Name
- Home address
- Telephone numbers, and personal email addresses.
- National Insurance number.
- Bank account details.
- NHS number

We may also collect, store and use the following "special categories" of more sensitive personal information:



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- Information about a Parent's race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

### **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about children and parents from when the initial enquiry is made by the parent, through the enrolment process and until the child stops using the nursery's services.

### **HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information for the purposes for which we have collected it and when the law allows us to do so. Also we shall use it to perform the contract we have entered into. We may also use it to protect your interests or if it is needed, in the interest of public or official purposes.

### **INFORMATION SECURITY**

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper is kept locked away. Our computers and tablets are password protected and encrypted, where possible. We will hold information about you and your child for as long as the law says, or as per our retention policy. After this, we will dispose of it securely.

### **SHARING INFORMATION WITH OTHERS**

As a nursery it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisation. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information. In some cases, a third-party organisation, such as a funding body may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

### **RIGHTS OF ACCESS**

You have the right to request a copy of the information we hold about you. We will provide you with this information within one month of receiving your request and verifying your identity. You also have a right to contact us if you believe your personal information is incorrect or if you wish us to remove any incorrect information.

### **RIGHTS TO WITHDRAW CONSENT**

You have a right to withdraw your consent for specific purposes (i.e. emails, post, telephone). For your child to attend nursery we have a legal and legitimate basis for doing so.

### **CHANGES TO OUR PRIVACY STATEMENT & POLICY**

We reserve the right to update this privacy statement at any time and we will provide you with a new Privacy Statement when necessary. Our Privacy Policy is available at all times and if you'd like a copy, either digital or paper, just let us know.

### **COMPLAINTS**

We work hard to ensure that your personal information is treated safely and securely. However, if you have a complaint, write or talk to us on the following contact details. You also have the right to complain to the Information Commissioner's Office (ICO) or our Data Protection Officer, Sallywags, Westwick Hall Farm, Westwick, Oakington, Cambridge, CB24 3AR, 01223 232400, office@sallywagsdaynursery.com