**PRIVACY NOTICE**

This Privacy Notice is written by Kerry Boughey, owner of The Chase Nurseries Ltd (Clacton on Sea, Kirby Cross and Holland on Sea), thechasenursery@hotmail.co.uk

**Our principles of data protection**

Our approach to data protection is built around a key concept of transparency. We take a human approach on how we process personal data by being open and honest.

As a nursery provider I am required to keep personal data for each child as set out by the Early Years Foundation Stage. This is for both contractual reasons and also for Emergency reasons. I am required to inform you of how I both process and store personal data within my nursery settings.

**How we comply with the Data Protection Act of 1998**

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

**The information we collect**

In the nursery settings, we have paper based records and data held on the computer which is secure and password protected. All records are stored securely in locked filing cabinets, with most folders and all computers locked securely within the office of the setting. We do provide parents with a closed Facebook group for all news relating to the settings, and we use Xero.com for invoices – emailing this onto parents. Policies are on show at each setting. As a secure nursery setting, no unauthorised people have access to these records and any visitors to the settings sign in and will never be left alone with any confidential information. Please refer to the nursery policies for further information.

**How we use your data**

We are covered by the ICO for using computers, laptops and tablets within each setting, and also to take photos of your child. Photos are deleted as soon as possible, always within the same day as taken. All computers, laptops and tablets are password protected and are locked in the office when not in use.

Once a child leaves a setting the only data we will keep will be the ones required by law, please see our GDPR Policy. You will take some data away with you and anything else non statutory can be destroyed at your request.

As a childcare provider we must adhere to the Lawfulness of Processing Data, in short any data we need from you must fall into one of the following categories.

1. Consent of the data subject
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

The data we are required by law to hold for each child is as follows:

Child’s Name

Child’s DOB

Child’s Address and Contact Details

Parent Addresses (if different) and Contact Details including phone number

Parental Responsibility

Legal contact

Emergency Contact Details (2 people not including parents)

Allergies / dietary requirements information

Any other special requirements / needs /medical history details

Names of people who can collect your child if not yourselves

Dr Name and address, and contact number

This is not an exhaustive list.

**Why we collect data**

As such the above can be collected in compliance with the principles above; we need this data to put a contract together to make it legally binding, and to abide by our OFSTED registration requirements. Therefore the data will be necessary under Points 3 and 4 at the very least.

**Storing personal data**

The data we ask you for is essential to maintain care for your child whilst at nursery. Although the majority of the data you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

**Disclosure**

Your information held here is secure and held only by the nursery unless we are required to share with a third party such as another childcare setting, health visitor, safeguarding complaint, or Drs in the event of an emergency. Please refer to our policies and permissions for further information.

**Retention**

When you leave a setting you are entitled to take all data relating to your child’s progress. We are required by law to hold onto some data for a long period of time so we cannot destroy these or pass them over to you. Please ask if you would like further information on the retention timescales. You have the right to request any additional data we may hold is either handed over to you or destroyed at your request.

**How we share your data**

Sometimes we may need to share information with other settings to ensure your child is getting the best possible and consistent care. However permission is sought for this. Major safeguarding concerns will be the only occasion we may need to share information without permission. Please see our safeguarding policies for further information. Mostly we use the data to enter into a legally binding contract with each family, and also to use in the event of an emergency.

**Who we share your information with and why**

We do not share information with anyone without consent to do so, unless the law and our policies allow us to do so.

We are required by law to pass some information to Essex County Council as the local authority (LA) and the Department of Education (DFE) through the free early education entitlement headcount and annual early year’s census.
We also share information to schools regarding school transitions to help support yourself and your child through this. We collect observations of your child via Tapestry which we will send over to you when your child has finished their final term with us. You will then be able to share this with your child’s new school teacher.

Other agencies we have a legal obligation to share information with includes;

Ofsted
LSCB

General Practitioner
Health Visitor
Emergency Services
HMRC
This will be covered by a legal obligation and the information we share will be necessary, proportionate, relevant, adequate, accurate, timely and secure.

We also share information to [www.xero.com](http://www.xero.com) which is necessary for the performance of the contract between us both.

**Security**

Security is a priority for us when it comes to your personal data. We are committed to protecting your personal data whilst stored within our facilities.

**Your Rights**

. Right to access

. Right to rectification

. Right to erasure

. Right to restriction of processing

. Right to objection

. Right to data portability

. Right to lodge a complaint with the Supervisory Authority.

**Concerns**

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. Please contact Kerry Boughey (DPO) thechasenursery@hotmail.co.uk
Alternatively you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**Special Category Data**

Special Category Data in the Early Years sector includes:

. Race

. Ethnic Origin

. Religious or philosophical Beliefs

We can no longer process the 3 categories of data listed above unless explicit consent is given. You must be able to opt in to these questions by signing below each category. Please circle if you give or do not give permission in each instance. Please understand you can withdraw consent for us to hold this information at any time.

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give/ do not give permission for The Chase Nursery to record race.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give/ do not give permission for The Chase Nursery to record ethnic origin.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give/ do not give permission for The Chase Nursery to record religious or philosophical beliefs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_