



How We Use Your Information - Privacy Notice for Parents

Parent Privacy Statement

The Management and Staff of Katey's Nursery & Pre-School are committed to protecting and promoting the welfare of young children.

To operate effectively, Katey's Nursery & Pre-School needs to collect and use information about staff, children and parents who come into the Nursery. Katey's Nursery & Pre-School is also obliged to collect and use personal information in order to satisfy its obligations to Ofsted and other regulatory bodies.

In the collection, storage and use of this information, Katey's Nursery & Pre-School recognises its responsibility to comply with the 'GDPR 2018' which regulates the use of personal data.

This responsibility is not restricted to sensitive data but applies to all data, including name and address lists.

Katey's Nursery & Pre-School has notified the Information Commission that it holds personal data about individuals and consequently is registered with Information Commissioner's Office (I.C.O), [I.C.O Registration No: ZA146108](#)

Introduction.

This Policy is to help you understand how and why we collect personal information about you and your child(ren) attending our provision and what we do with that information. It also explains the decisions that you can make about the information we hold about you and your child(ren).

If you have any questions about this policy, please contact the Nursery Manager.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the Nursery collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The Nursery's primary reason for using your personal information is to provide care and educational services to your child.

- We obtain information about you and your child(ren) from admissions forms and from your child's previous childcare provider. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other children at the Nursery.
- We may take photographs or videos of you or your child(ren) at Nursery events to use on social media and on the Nursery website. This is to show prospective parents and children what we do here and to advertise the Nursery. We may continue to use these photographs and videos after your child has left the Nursery.



- We may send you information to keep you up to date with what is happening at the Nursery. For example, by sending you information about events and activities taking place (including fundraising events) and the Nursery newsletter.
- The Nursery will use the contact details of parents, and other members of the Nursery community to keep them updated about the activities of the Nursery, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the Nursery may also: - Contact parents by post and email in order to promote and raise funds for the Nursery.
- We may use information about you if we need this for historical research purposes or for statistical purposes.

Financial information

- We will process financial information about you in relation to the payment of fees. In some cases, we get information about you from third parties such as credit reference agencies or from your child's previous childcare provider
- We may hold information about bankruptcy petitions and statutory demands.
- We may search the files of any licensed credit reference agency in order to verify your identity. This also allows us to assess your application for credit in contemplation of an agreement for the deferment of fees. - The credit reference agency will keep a record of that search and details about your application. - This record will be seen by other organisations which make searches about you.
- Failure to supply information may result in a refusal of credit.
- We may obtain information about you from publicly available sources such as Companies House and Zoopla to assess your ability to pay Nursery fees.

Sharing personal information with third parties

- In accordance with our legal obligations, we may share information with local authorities, and the Department for Education, for example; where we have any safeguarding concerns, behaviour or learning concerns, or to confirm your eligibility to receive Early Education Funding.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts and other advisors to assist the Nursery in fulfilling its obligations and to help run the Nursery properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with our insurance company, for example, where there is a serious incident at the Nursery.
- If you have unpaid fees while your child is at the Nursery we may share information about this with other nurseries or childcare establishments to which you intend to send your child.
- If your child leaves us to attend another nursery we may need to provide that nursery with information about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with nursery fees.



- We may need to share information if there is an emergency, for example; if your child is hurt whilst on the Nursery premises.
- We sometimes use contractors to handle personal information on our behalf. The following are examples: - IT consultants who might access information about you when checking the security of our IT network; and - We use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the Nursery premises.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The Nursery relies on legitimate interests for most of the ways in which it uses your information. Specifically, the Nursery has a legitimate interest in:

- Providing educational services to your child.
- Safeguarding and promoting the welfare of your child (and other children).
- Promoting the objects and interests of the Nursery (this includes fundraising). It also includes making sure that we are able to enforce our rights against you, for example; so that we can contact you if unpaid nursery fees are due.
- Facilitating the efficient operation of the Nursery.
- Ensuring that all relevant legal obligations of the Nursery are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example; another childcare provider/school will have a legitimate interest in knowing if you have not paid Nursery fees that are due to us. If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the Nursery Manager.

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example; we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

Where the Nursery needs to use your information in order to comply with a legal obligation, for example; to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The Nursery considers that it is acting in the public interest when providing education.

The Nursery must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest

The processing is necessary for reasons of substantial public interest.

Vital interests: To protect the vital interests of any person where that person cannot give consent, for example; if they are seriously hurt and are unconscious.



Legal claims: The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers. Medical purposes This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Nursery Manager if you would like to withdraw any consent given.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may:

- store your information on cloud computer storage based overseas; or
- communicate with you by email when you are overseas (for example, when you are on holiday). The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm if the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is the UK.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the Nursery, for example; so that we can find out what happened if you make a complaint. In exceptional circumstances, we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under General data protection regulations. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes.

The table below shows for how long we keep different types of your information.

Type of information	Retention period or the criteria used to determine the retention period
Contact details included within child's files	Kept indefinitely in line with current best practice
Financial records	Seven years
Contact details for past child's and parents	Kept indefinitely
Attendance Registers	Seven years after the last date of an entry
Admissions information	Seven years
Child files containing general information and specific information on any of the following: <ul style="list-style-type: none"> • Learning support • Safeguarding • Complaints 	Kept indefinitely in line with current best practice



Medical Information	Kept for 7 years or until the pupil reaches the age of 23. All NHS paperwork is transferred to the Doctor's surgery when the child leaves the nursery
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What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- If information is incorrect you can ask us to correct it
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- You can ask us to delete the information that we hold about you in certain circumstances. For example; where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer.
- Our use of information about you may be restricted in some cases. For example; if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

The Nursery Manager can give you more information about your data protection rights.

Further information and guidance

The Company Director is the person responsible at the Nursery for managing how we look after personal information and deciding how it is shared. Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly. This notice is to explain how we use your personal information.

The Nursery Manager can answer any questions which you may have. Please speak to the Nursery Manager if:

- You object to us using your information for marketing purposes e.g. to send you information about nursery events. We will stop using your information for marketing purposes if you tell us not to; or
- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential. If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office – www.ico.org.uk.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years, or sooner if necessary, in light of specific events or relevant statutory changes.