

**Privacy Notice**

**For Parents/Carers**

Under data protection law, individuals have a right to be informed about how the nursery uses any personal data that we hold about them. We comply with this right by providing a privacy notice to explain how we collect, store and use personal data about children and parents/carers.

We, Ashridge Day Nursery, are the ‘data controller’ for the purposes of data protection law.

The data protection officer is our Administration and Accounts Manager.

**The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about a child includes, but is not restricted to:

* Contact details, contact preferences, date of birth, identification documents
* Characteristics, such as ethnic background, language, nationality, country of birth special educational needs
* Details of any medical conditions, including physical and mental health
* Attendance information
* Safeguarding information
* Details of any support received, including care packages, plans and support providers
* Assessment information
* Photographs
* Relevant Behavioural information

We may also hold data about a child that we have received from other organisations, including other nurseries and local authorities.

**Why we collect and use this data**

We use this data to:

* Support pupil learning
* Monitor and report on pupil progress
* Provide appropriate pastoral care
* Assess the quality of our services
* Comply with the law regarding data sharing

**Our legal basis for using this data**

We collect and use a child’s personal data subject to Article 6 & Article 9 of the EU GPDR guidance.

**Collecting information**

Whilst the majority of information we collect about a child and parents/carers is mandatory, there is some information that can be provided voluntarily. In order to comply with the General data Protection Regulation, whenever we seek to collect information from you or your child, we will inform you whether providing it is mandatory or optional.

**How we store this data**

The nursery’s records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.

**Data sharing**

We do not share a child’s information with any third party without consent, unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share personal information about a child with:

* Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and funding
* Ofsted
* Service providers – to enable them to provide the service we have contracted them for
* Our auditors

**Requesting access to your personal data**

Under data protection legislation, parents/carers have a right to request access to personal information that the nursery holds about them or their child. If you would like to make a request, please contact our Data Protection Officer or the Nursery Manager.

You also have the right to:

* Object to the use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request 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/>

 **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *21st May 2018* | *C Harding* | *21st November 2018* |
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