

PRIVACY NOTICE

How we use your personal information

Categories of personal information we collect:

- Parent/Guardian personal information (such as name, address, email, place of work and telephone numbers.)
- Child's personal information (such as date of birth, allergies, dietary needs & religion). Special needs information if applicable.
- Emergency contacts names and addresses.
- Photos of your child during activities at nursery.

Why we collect and use this information:

- To be able to contact you, or your emergency contacts if needed.
- To be able to care for your child's needs when at nursery.
- To comply with Ofsted regulations.
- To keep you updated of nursery activities.

The information we collect is provided by you and, if applicable, your child's Area Inclusion Co-ordinator (INCO).

Sharing your data

We share your data internally with Nursery staff, Childcare Provider and Administrator.

We share relevant data externally with:

- Hampshire County Council when applying for grant through Application Portal, on your behalf.
- Area INCO, only with your permission.
- On leaving nursery we can share developmental information with the new setting/school, with your permission.
- If leaving nursery without paying fees due as set out in our Terms & Conditions, we may share your contact information and amount of outstanding fees to a Debt Collector. However, we will inform you of this by letter and only as a last resort if no payment arrangement can be achieved.

We do not share any information about you or your child without your permission. The only exception would be Safeguarding issues.

Storing your information

All paper data is locked away. All data on computers is password protected.

Registration forms are deleted from emails once they have been printed and put on file. If you do not take up a place at nursery your Registration form will be shredded.

Keeping your information

Children's records - including registers, medication record books and accident record books pertaining to the children are kept until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection, SEND records and health care plans. Records in relation to safeguarding concerns will also need to be kept in accordance with the Local Safeguarding Children Board's requirements. Recommendation by the Limitation Act 1980.

Accessing your personal data:

You have the right to access the information we hold on you and your child. To do this contact the Manager.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If you have a concern about the way we are collecting or using your personal data, please raise your concerns with the Manager.

Further information regarding Data Protection and your rights is available on <https://ico.org.uk>