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**The Ark Nursery Privacy Notice – Parents, Carers and Guardians**

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| The Ark Nursery, Foundry Road, Stamford, Lincolnshire PE9 2PP Tel 01780 482113  The Ark Nursery, Kesteven Road, Stamford, Lincolnshire PE9 1SX Tel 01780 723141 |

**Introduction**

The Ark Nursery is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

**What personal data do we collect?**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information to verify your eligibility for free childcare as applicable.

**Personal details that we collect about your child include:**

Your child’s name, date of birth, address, health and medical needs, development needs and any special educational needs.

We will also ask about who has parental responsibility for your child and any court orders pertaining to your child.

Photographs may be used, with your consent of your child in the nursery or Forest school and these may be displayed within the nursery

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

**Personal details that we collect about you include:**

Your name, date of birth, home and work addresses, phone numbers, email address and emergency contact details

Information will be collected from you directly on the registration form

If you are eligible for early years funding (2year old, universal (15 hours) or extended (30 hours) we will also collect your National Insurance number or Unique taxpayer reference (UTR) if you’re self-employed.

**Why we collect your data and the legal basis for handling your data**

We use personal data about you and your child to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

* Contact you in case of an emergency
* To support your child’s wellbeing and development
* To manage any special educational, health or medical needs of your child whilst at our setting
* To carry out regular assessments of your child’s progress and to identify any areas of concern
* To maintain contact with you about your child’s progress and to respond to any questions you may have
* To process your claim for up to 30 hours free childcare (only where applicable)
* To keep you updated with information about our service

With your consent we will also record your child’s activities for their individual learning account. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

**Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients.

* Ofsted – during an inspection or following a complaint about our service
* Lincolnshire County Council (where you claim free childcare, as applicable)
* The government’s eligibility checker (as above)
* Parenta, our setting software management provider
* Tapestry, our setting online learning journal system
* Our accountant and accounts company
* The school that your child will be attending

We will also share your data if:

* We are legally required to do so, for example by a court order
* To protect your child and other children, for example by sharing information with social care or the police
* It is necessary to protect ours or other’s rights, property or safety
* If we transfer the management of the setting. In which case we may disclose your personal data to the prospective buyer so that they may continue the service in the same way.

**We will never share your information with any organisation to use for their own purposes**

**How do we protect your data?**

We protect unauthorised access to your personal data and protect it from being lost, accidentally destroyed, misused or disclosed by:

* Photographs are stored on a computer and not shared with third parties
* Computers are password protected
* Data on paper is in a locked filing cabinet
* The locked filing cabinet which stores data is in a locked office when unmanned
* Staff do not take data off the premises
* Data is not accessed off site (e.g. staff do not access tapestry at home or on personal devices)

**How long do we retain your data?**

* We are legally obliged to retain your child’s personal data for 6 years after your child no longer uses our setting.
* Registers, medication records and accident records are kept for longer according to legal requirements.
* Your child’s Tapestry learning and development records are maintained and then transferred for you to download when your child leaves.
* In some instances (child protection or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

**Your rights with respect to your data**

You have the right to:

* Be informed about how we use your personal data
* Request access, amend or correct yours or your child’s personal data
* Request that we delete or stop processing yours or your child’s personal data, for example the data is no longer necessary for processing
* Request that the processing of your data is restricted
* Object to your personal data being processed
* Request that we transfer yours and your child’s personal data to another person.

Where the processing of your data is based on your consent, you have the right to withdraw the consent at any time

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice or how we handle your data, please contact the nursery.

If you still have concerns about the way your data is handled and remain dissatisfied after raising your concerns, you have the right to complain to the Information Commissioner Office (ICO) Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 03031231113

This policy is reviewed annually