

Privacy Notice

At Greenfields House Ltd we are committed to protecting your privacy. This privacy notice explains how we use yours and your child's personal information we collect about you when you register / enrol your child at our setting.

MEETING OUR LEGAL AND REGULATORY REQUIREMENTS

To use your information lawfully we rely on a number of legal bases, including, performance of the Contract, Legal Obligation, Consent, Legitimate interest. Where we require your consent, we will ask you to sign a consent form to opt in to providing this information. You have the right to withdraw this consent at any time.

WHEN DO WE COLLECT INFORMATION?

We obtain personal information when you complete an application form to place your child on the waiting list or an enrolment form to register your child at the nursery and consent forms that is necessary, so we can provide nursery services and where appropriate, so we can secure Local Authority / Early Years funding. The types of information we collect includes name, date of birth for you and your child, home address, child's place and date of birth, ethnicity and religion, child's medical and health details, your e-mail address (by consent), telephone numbers, for parents and emergency contact (with consent), photographs (with consent) and funding declaration information.

While your child is with us we may also collect information on an ongoing basis, which we are required to do so by law or for the health, safety and development of your child. These include: accidents and medical records, learning and development records, safeguarding information, special educational needs information and written and photographic observations.

HOW DO WE USE THIS INFORMATION?

We will use your personal information to provide you with the nursery services, that you have requested and for administration purposes. We may need to share your information with our third-party providers.

For example, to obtain local authority or early years funding (15 or 30 hours Free Early Entitlement) with KCC management information

HOW DO WE PROTECT PERSONAL INFORMATION?

We use take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. All physical records, are stored in a locked cabinet s and offices on a need to know basis.

For example, we have a clear desk policy, we only ask for **relevant** personal information of children, parents, visitors and staff, on our displays we show as little information that is

necessary first names only (unidentified) or ask for consent to protect identify, physical records are stored so they cannot be accessed or seen by any unauthorised person.

WILL WE DISCLOSE THE INFORMATION WE COLLECT TO OUTSIDE PARTIES?

We share your information with third parties who process information on our behalf. We may pass your information to third parties, in line with the statutory framework for the early years foundation stage (EYFS) Local authority and KCC Management information. We may also need to disclose your information if required to do so by law. We expect our third parties to supply data contracts and keep your data secure.

MARKETING

We will not at any time use your personal information for automated processing or provide your data to third parties for marketing.

YOUR CONSENT

By providing us with your personal data, including sensitive personal data such as your health and ethnicity, you consent to the collection and use of any information you provide in accordance with the above purposes and this privacy notice. When collecting your personal data, we'll always make clear to you which data is necessary in connection with a particular service.

For example, Parents' NI number to claim for 30 hours free childcare

You're free at any time to change your mind and remove your consent. The result might be that we may not be able to provide you with our services.

HOW LONG WILL WE KEPT YOUR INFORMATION?

We will keep your and your child's information for as long as necessary for us to fulfil the service to you or for legal requirements. Please see our retention periods for further details. You may request some or all of your or your child's information to be deleted or destroyed from our system by emailing the data controller lynsey@greenfields-nurseryschool.com, please note this may affect the service we offer you

INTERNATIONAL TRANSFER OF DATA

We do not transfer your information outside of the UK.

RIGHT OF ACCESS

You have the right to ask for a copy of the information we hold about you (for which we may charge a small fee). If you would like a copy of some or all for your personal information, please email or write to us.

Greenfields House, The Leas Folkestone, Kent. CT20 2LS or by email lynsey@greenfields-nurseryschool.com

CHANGES

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 your personal details change, please help us to keep your information up to date by updating your information with the manager or by notifying us at the above email address.

COMPLAINTS

You have the right to complain to the information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk

Our staff are trained in the latest data privacy practices, and we make sure they know of the General Data Protection Regulation.

CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notice under regular review and we place any updates on our website www.greenfields-nurseryschool.com and a hard copy on the parent noticeboard. This privacy notice was last updated on 20.05.18

HOW TO CONTACT US

If you have any queries about this statement please contact us at Greenfields House, The Leas Folkestone, Kent. CT20 2LS or by email lynsey@greenfields-nurseryschool.com

When you contact us to ask about your personal information we may ask you to identify yourself. This is to help protect information.

For further information refer to our data processing procedures and retention periods.