

## **PALACE DAY NURSERY- DATA PROTECTION PRIVACY NOTICE FOR PARENTS AND CHILDREN**

### **Collecting data**

As a nursery it is necessary for us to collect personal information about you and your child. For the majority of data we collect, the lawful basis for doing so falls under the category of 'legal obligation' such as names, date of birth and addresses as we have a legal requirement to obtain this data.

Some data we collect, for example, photographs of your child, requires you to give consent for us to do so. Where this is the case, you will be required to sign a consent form to 'opt in' and have the right to withdraw your consent at any time.

You may also be required to provide data as part of your contract with the setting or local authority, for example, in order for us to claim government funding for your child.

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you. In order for us to collect data from you, you will be required to complete paper forms. The types of data we collect from you include:

- Full name (for you and your child)
- Your child's date of birth
- Home address
- Religion and nationality
- Work address
- Telephone number(s)
- Photographs of your child (with consent)
- Names, contact numbers and addresses of your emergency contacts
- Your email address
- Your child's medical conditions
- Any court order information relating to yourself or your child

Whilst your child attends with us, we may also collect the following information:

- Ongoing progress and development records
- Photographs
- Accident records
- Medical records
- Attendance records
- Safeguarding/child protection logs
- Your date of birth and national insurance number (for funding purposes)
- Birth certificate or passport number including date of issue (for funding purposes)

### **Sharing information with others**

Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information. In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

### **Security**

We will keep data about you and your child secure. We will protect your data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected.

### **Data retention**

We will hold information about you and your child only for as long as the law says and no longer than necessary. After this, we will dispose of it securely. Please see **appendix i.** of our General Data Protection Regulation policy for more information.

### **Access and correctness**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong. This needs to be requested in writing.

### **Our Commitment**

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal to do so.

#### **General Data Protection Regulation (2018)**

We will comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Palace Day Nursery GDPR policy and procedures. We will support you with any questions or problems that you may have with the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

During the COVID-19 pandemic, if a staff member tests positive with COVID-19, we may need to share relevant information (including name, date of birth, symptoms, and test date) with Public Health England (PHE) as part of their track and trace programme. For the PHE privacy information, please click here <https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>

#### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact Sayyeda Meghji (Nursery Manager).**

I, \_\_\_\_\_ (Parent), acknowledge that on \_\_\_\_\_ (date), I received a copy of the Nursery's privacy notice for Children and Parents and that I have read and understood it.