

Keele Day Nursery Data Privacy Notice

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you and your child must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

How is your and your child's personal information collected?

All data is collected directly from you via the forms you complete and return to us upon registering your child with the nursery.

How we will use information about you and your child

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you (or in preparation of that contract).
2. Where we need to comply with a legal obligation.

Situations in which we will use your and your child's personal information:

- to establish identity
- to support your child's learning and development
- to monitor and report on your child's progress
- to assess the quality of our services as a childcare provider
- to meet the requirements of the early years foundation stage (EYFS)
- to comply with statutory obligations
- to submit claims for funding
- to set up fee accounts
- to make contact in the case of an emergency

How we will use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. Where it is needed for preventative or occupational medicine, or for public health reasons and subject to appropriate confidentiality safeguards.
2. In limited circumstances, with your explicit written consent.

We may use your particularly sensitive personal information in the following ways:

- to ensure child safety and provide appropriate care

Do we need your consent?

We do not need your consent if we use special categories of your or your child's personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Data Sharing

We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

We will share your data where we are legally required to do so with:

- Local authority, Staffordshire County Council
- Staffordshire Safeguarding Board
- Department for Education
- Ofsted

We routinely share data where it is necessary to do so with:

- NHS services (e.g. health visitors and speech and language therapists)
- other childcare providers where your child may currently be engaged
- school/s attended after leaving our provision

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

All data, with the exception of financial data, accident forms and safeguarding documents, is retained for three years following your child's last year with the nursery and is then destroyed.

Data relating to accidents or safeguarding is kept for 24 years.

Your rights

You have a number of rights with regards to how we process your information including access, correction, erasure and restriction.

Full details of these rights and how to exercise them can be found at <https://www.keele.ac.uk/informationgovernance/yourdata-yourrights/>

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

DPO contact details : dpo@keele.ac.uk

ICO contact details : www.ico.org.uk

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.