

Little Elms Montessori Nursery
Safeguarding and Welfare Requirement: Privacy Notice & GDPR

10.10 Privacy Notice & General Data Protection Regulation (GDPR)

Little Elms Montessori Nursery, Elm Court Community Centre, 363 Potters Bar, Herts, EN6 2EN
Data protection officer : Sultan Hassan

Introduction

We are 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.

How will we use the information about you or your child

To process your requests to us, provide you with services and personalise our service to you. If you agree, we will also use your information to tell you about other services and events.

Your information may be shared within the Nursery, third parties such as our delivery partners to deliver you services or if required by law. We will not share your details with third parties for marketing purposes unless you agree.

You have rights in respect of your data including the right to be supplied information on our uses, to see what data we are holding about you and our child, to request correction or erasure of your data, to object to processing and to complain to the supervisory authority.

Personal data we collect

Your privacy is important to us, this privacy statement explains what personal data we collect from you and how we use it.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order 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 assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours funded 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 record. 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 (see *Transfer of Records* policy).

You provide some of this data when you enrol your child, when you fill in a form (online or paper), when you speak to us on the phone or face to face.

When we no longer require your personal data, it is deleted according to the legal requirements.

The data we collect can include the following:

Name and contact details: we collect your name, your address, your email address, your phone number, emergency contact details and similar contact details. These are used to provide you with services and to contact you in relation to your child and our services. If you have given permission, we also use these for marketing purposes for services/events provided by us or by others in the local area. We do not pass your details on to third party for marketing purposes, unless you have given us permission.

Demographic data: this includes age and gender. We may collect more sensitive characteristics such as nationality, race, religion, and ethnicity in order to fulfil our obligations under the Equalities Act 2010. These sensitive characteristics are only used for the purposes of the Equalities Act or those defined and to which you consented at the time we collected them. Where practicable, these data are managed separately from other data.

Staff - We additionally receive demographic data including aggregated data from other services to inform our planning of services. This will include matters such as health, police information and financial information.

Device and Usage data: when you connect to us online, we collect data about pages you have visited, completed actions, error messages, IP address details, device operating system, region and language settings. These are used to provide services to you, and to improve our services. This data is not personally identifiable – we cannot identify individuals from the data.

Financial Data: Bank details given to us for BACS are not stored after payment has been sent, unless it is for regular payments.

Health and Care Data: we collect data about your child's health, including medical conditions, disabilities and information from your healthcare providers where needed to provide services to you. We additionally receive health data about you from third parties e.g. NHS and police under a series of multi-agency sharing agreements. Data about you is used to inform our services to you and is only shared with practitioners in those services.

How we use personal data

We use data about you to provide you with services, communicate with you, to plan our services, and to personalise your experience.

In carrying out the purposes listed above, we reuse your data to improve your experience and ensure you are provided with the best possible service. We share your data with your consent or as necessary to provide any service.

We use your personal data in the following ways:

- **To provide services to you.** This is generally the primary purpose for most information we hold. This also involves charging for services – for example, payment for sessions. This commonly involves data sharing with our partner organisations such as local government to receive funding and accountancy purposes.
- **To communicate with you.** We will communicate to you regarding your requests, your services and as required by legal responsibilities. If you permit it, we will communicate with you about other service and local events we think you may be interested in. We will not pass your data to third parties to advertise services unless this is specifically permitted by you.
- **To plan our services.** Your data is used to plan our current and future services. For example, if you make a request of us, then that will be used to decide when to deliver the service. Anonymised data – that is, data from which you are not personally identifiable, is used to plan future services. For example, the number of children enrolling in the new term may be used to plan which sessions/nursery provision is available.
- **To personalise your experience.** Your data is used to show you services of relevance to you, to ensure we address you by your preferred name. We also use data in other legal ways, governed by the law of the UK. Examples include for the prevention and detection of crime e.g. fraud.

Reasons we share personal data

We share your personal data with a range of organisations to provide you with services, plan services and to ensure that crime is prevented or detected. These include local authorities, awarding bodies (Ofsted), Third party organisations delivering services on our behalf, Hertfordshire County Council, Health and Social Care, outside agencies and the Police (as required by law). This sharing, where not required by law, is again covered by agreements about your privacy.

We share with third party organisations delivering services on our behalf. This sharing is covered by agreements to maintain your privacy to the same level as we require of ourselves, and data shared is strictly restricted to that necessary for delivering services.

We routinely share children information with Schools, academies and educational services – for the management and delivery of education.

How to control your personal data and your rights

You can access your information by informing us in writing via email or by post. You have a right to require us to make changes to your data if it is wrong. You can make changes to incorrect data by contacting us via our website or via email to littleelmsmontessori@gmail.com.

You have the right to demand that we erase data that we hold on you. However, please note that we can only do this if it is not required for further processing; in general, we erase your data as soon as we no longer require it. You may do this by emailing us.

How to contact us

Under data protection legislation, parents, pupils and staff have the right to request access to information about them that we hold. You have the right to request that we give you a copy of your data with one month's notice. If you have a privacy concern, complaint or question for Little Elms Montessori Nursery Data Protection Officer, please email us. You can also contact us via post; Little Elms Montessori Nursery, Elms Court Community Centre, 363 Mutton Lane, Potters Bar, Herts, EN6 3BP.

You have the right to complain about our processing to the [Information Commissioner](#) if you believe we are not processing your data in a proper manner. You can change your preferences in marketing and use of your data at any time. For more details on your rights in processing data, visit [ICO www.ico.org.uk/](http://www.ico.org.uk). Little Elms Montessori nursery is registered with the ICO as a data controller and processor. Our registration number is ZA102719.

Cookies and similar technologies

Where services are delivered via websites, small amounts of information are sometimes placed on your device e.g. your computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. You can restrict or block cookies, but these may stop parts of the website from working.

We may use cookies for analysing anonymised data to help us understand how people interact with our website so we can make it better, measuring how the website is used.

How to control and delete cookies

We will not use cookies to collect personally identifiable information about you.

If you wish to restrict or block the cookies which are set by our websites, or any other website, you can do this through your browser settings. The 'Help' function within your browser should tell you how. Please be aware that restricting cookies may impact on the functionality of our website. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.

Storage and processing of personal data

Data collected by Little Elms Montessori Nursery is processed within the UK. These uses all comply with the requirements of the GDPR and UK government security policy.

Security of personal data

We use a variety of techniques to ensure the privacy of your personal data and protect it from unauthorised disclosure or access. These include secure filing cabinets, encryption, multi-factor authentication and intrusion detection systems.

Retention of personal data

Little Elms Montessori Nursery operates a data retention and disposal scheme based on legal and operational requirements. Data is disposed of securely when it is no longer required for processing purposes.

Changes to the privacy statement

We will update this privacy statement whenever a change in our use or a change in law occurs, and in response to your feedback. If there are significant changes we will notify you by directly sending you a notification. We encourage you to periodically review this statement and provide us with feedback on areas you believe we could improve.

Basis on which we use this information

We collect and use this information under for any special category data under the Education Act 1996 and the Children Act 1989 where required.

Education and training

We hold information about staff, which includes their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special educational need or disability). Under parts 1 and 2 of the Education and Skills Act 2008, education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to support these provisions.