

## **Privacy Notice for Families of The Beehive Day Nursery Ltd**

The Beehive Day Nursery Ltd is committed to protecting the privacy and security of your personal information. This privacy notice describes how the Nursery collects and uses personal information about children attending the Nursery ("Child" or "Children") and the parents of the Children ("Parents") (known collectively as "You" or "Your"), in accordance with the General Data Protection Regulation (GDPR).

The Data Protection Officer with responsibility for monitoring this privacy notice is Chloe House.

The Beehive Day Nursery Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice.

This notice applies to Children and Parents. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide You with an updated copy of this notice as soon as reasonably practical.

It is important that Children and Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about You, so that You are aware of how and why we are using such information and what Your rights are under the data protection legislation.

### **DATA PROTECTION PRINCIPLES**

We will comply with data protection law. This says that the personal information we hold about You 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.

### **THE KIND OF INFORMATION WE HOLD ABOUT YOU:**

**The Beehive Day Nursery Ltd collects, holds and shares the following information about children:**

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips to update the children's online learning pathway and also for

general display purposes

- Emergency contacts (with photo) should Parents be unavailable.
- Red book/yellow book daily diary with details of toileting, sleep times, meals and other comments.
- Online learning journal- Tapestry-where observations and assessments are stored (separate permission from parents).
- Records relating to individual Children e.g. SEND care plans, Early Help Assessments, speech and language referral forms.
- Behaviour monitoring using - ABCC charts to record patterns of behaviour.
- Accidents and pre-existing injuries forms.
- Records of any reportable death, injury, disease or dangerous occurrence.
- Observation, planning and assessment records of Children.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Child's race or ethnicity, spoken language and nationality.
- Information about a Child's health, including any medical condition, health and sickness records.
- Information about a Child's accident or incident reports including reports of pre-existing injuries.
- Information about a Child's incident forms / child protection referral forms / child protection case details / reports.

### **Parents:**

We will collect, store, and use the following categories of personal information about Parents:

- Name
- Home address
- Place of work and contact details including working patterns.
- Telephone numbers, and personal email addresses.
- National Insurance number.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Parent's race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

### **Why do we collect and use Your information?**

The Beehive Day Nursery Ltd works in line with the requirements of the Early Years Statutory Framework and uses Your information:

- To safeguard the welfare of the child.

- To provide children with appropriate and additional support as needed.
- To monitor and report on the child's progress.
- To ensure the child is thriving by having up to date medical records .
- To enable the setting to be fully inclusive of all SEND children and children with English as an additional language.
- To enable us to contact parents as necessary throughout the day (and other emergency contacts).
- To keep parents informed of events, meetings and updates.
- To assess and evaluate the quality of our provision.

### **Collecting information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

#### **Children and Parents:**

We collect personal information about Children and Parents during the Registration and until the Children cease using the Nursery's services.

### **HOW WE WILL USE INFORMATION ABOUT YOU**

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.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.

We may also use Your personal information in the following situations, which are likely to be rare:

1. Where we need to protect Your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

### **Situations in which the Nursery will use personal information of Children**

We need all the categories of information in the list above (see Children section within the Paragraph entitled 'The Kind of Information We Hold About You') primarily to allow us to perform our obligations including our legal obligations to Children. The situations in which we will process personal information of Children are listed below.

- Upon consent from the Parents, Personal Data of Children will be shared with schools for progression into the next stage of their education via professional discussion and the Transition Form.
- Upon consent from the Parents, Personal Data of Children will be shared with other settings that your child attends.

- Personal information of Children will be shared with local authorities, and where deemed necessary- without the consent of Parents, where there is a situation where child protection is necessary.
- The personal information of Children will be shared with local authorities with the consent of Parents for funding purposes.
- Ofsted will be allowed access to the Nursery's systems to review child protection records:
  - To ensure we meet the needs of the Children
  - To enable the appropriate funding to be received
  - Report on a Child's progress whilst with the Nursery
  - To check safeguarding records
  - To check complaint records
  - To check attendance patterns are recorded

### **Situations in which the Nursery will use personal information of Parents**

We need all the categories of information in the list above (see Parents section within the Paragraph entitled 'The Kind of Information we Hold About You') primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

- The personal information of Parents will be shared with local authorities with the consent of Parents for funding purposes.
- To report on a Child's attendance
- To be able to contact a Parent or a Child's emergency contact about their Child
- To ensure nursery fees are paid
- To provide updates and information about key nursery events.
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### **If Parents fail to provide personal information**

If Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into or we may be prevented from complying with our respective legal obligations to Children and Parents.

### **Storing data**

- We ensure that access to children's files is restricted and only available to those authorised to do so.
- These confidential records are stored within a lockable filing cabinet within the Nursery Office and thereafter in a secure storage unit on-site.
- 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. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the manager. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which we process Your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.
- Once Your data is no longer required, we will securely destroy your personal information in

- accordance with our data retention policy .
- Email addresses are stored within GMAIL and accessed only by Management. These are for communications purposes only and will never be shared with a third party.
- Your personal information and child's attendance patterns are stored within the Nursery Management software 'Nursery Manager. We are currently in the process of changing software provider and will keep you updated of any changes affecting you.

### **Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share your information with anyone without consent unless the law and our policies allow us to do so.

We may share your personal data:

- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a court order.
- To prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you.

To make a request for your personal information contact Chloe House in writing.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw consent where this has been given
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Please let us know if the Personal Data that we hold about you needs to be updated. You will be required to complete a Termly Update sheet as part of our regular Parent's Evenings.

If you would like to discuss anything in this privacy notice, please contact Chloe House.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>