

Privacy Notice

What this Notice covers

Bowden House Day Nursery Ltd is committed to protecting the privacy and security of yours and your child's personal information.

This Privacy Notice describes how we collect and use personal information about you and your child during and after your relationship with us, in accordance with the General Data Protection Regulations (GDPR) and data protection legislation.

It applies to all current and former families of the setting.

Identity of the data controller

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

It is important that you read this notice, together with any other privacy notices 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.

Categories of personal data we process

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

- Personal contact details such as name, title, addresses, telephone numbers, personal email addresses, date of birth, gender, marital status, ethnic background, religious beliefs
- Emergency contact names and phone numbers
- National insurance number
- Health records of the child
- Doctors and Health Visitor names and phone numbers
- Child's Medical information
- Child's development records
- Early Years Funding application information
- Copy of birth certificate
- Bank account details for refunds
- Child photographs
- Assessment tools (WELCOME ASQ3)
- CCTV footage

Sources of personal data

We collect personal information about you and your child through the admission form and admission pack and through the LEA education funding form. We may sometimes collect additional information from third parties including Health Visitors, Safeguarding Children's Board, Speech and Language, and Portage.

Our lawful bases for processing your data

We will use your personal information in the following circumstances:

- Where we need to comply with a legal obligation
- Where we need to perform the contract we have entered into with you.
- 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.

Our purposes for processing your data and your child's

- Administering the contract we have entered into with you.
- legal responsibility in holding information under Ofsted guidelines
- legal responsibilities under Safeguarding Children's Act and Prevent Duty
- To process payments
- Contact in case of an emergency
- To complete development records reports and track their progress
- To share with SMBC for processing of funded education hours and two year old hours.
- To share with third party with your consent if referral required for additional support.
- Complying with Health and Safety obligations
- Equal opportunities monitoring
- Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

Who has access to your data

We may share your personal information with third parties where required by law, where it is necessary in administering the delivery of the funded education and where referrals are needed to support your child's development.

Where we do so, we will require third parties to respect the security of your data and treat it in accordance with the law.

Security of your data

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to know.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How we decide how long to retain your data

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

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 legal requirements.

Yours rights

You have the right to:

- **Request Access** to, and a copy of, your personal information
- **Request correction** of the personal information that we hold about you
- **Request erasure** of your personal information
- **Object to processing** of your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this grounds.

If you believe Bowden House has not complied with your rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

If you do not provide personal data, then it will be impossible for the nursery to enter into a contract with yourselves as it has a legal obligation to capture personal information in order to care for your child.

Changes to this Privacy Notice

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