

Parent privacy notice

Good Manors is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. This document makes you aware of how and why yours and your child's personal data will be used, and how long it will be retained for. It provides you with certain information that must be provided under the General Data Protection Regulations (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that yours and your child's data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only if necessary for the purposes we have told you about
- Kept securely

Information we hold

In connection with your nursery contract with us, we will collect, store, and use the following categories of personal information about you and your child:

- Registers
- Learning journeys and daily sheets/books
- Enquiry forms and registration packs
- Parent and emergency contact details
- Accident, incident, physical intervention and medication forms
- Funding forms
- Child protection reporting forms
- Allergy charts
- Health care plans, two year check forms, SENCo/INCo paperwork
- Holiday and late collection forms
- Ofsted notifications and complaint records
- Receipt books
- Written correspondence with you in both physical and electronic forms

How personal information is collected

We collect personal information about you and your child from the following sources:

- The enquiry form, registration pack and contact form on our website
- Other professionals provided you have given them consent to share yours and your child's information with us, unless there is a legal obligation, contractual obligation or vital interest for them to do so
- Funding forms
- Working daily with you and your child
- Written correspondence with you in both physical and electronic forms

How we will use your information

We will use the personal information we collect about you and your child to:

- Meet our legal obligations under any regulatory requirements, such as those contained in the Early Years Foundation Stage
- Meet our contractual obligations, such as those with the local authority regarding government funding
- Meet any other legal requirements which may arise throughout your child's time in our nursery such as providing evidence of payments to HMRC
- Provide an excellent level of childcare daily

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to meet our legal obligations, then we will need to necessarily exclude your child from the nursery until our legal obligations can be fulfilled. If you fail to provide information when requested, which is necessary for us to meet our contractual obligations, then, depending on the nature of the contractual obligation, we may need to necessarily exclude your child from the nursery until our contractual obligations can be fulfilled. In the specific case of government funding, all funding will be withdrawn from your child until our contractual obligation to the local authority can be fulfilled.

Data sharing

We will share yours and your child's personal information with third parties for the following purposes:

- To meet our legal and contractual obligations
- If there is a vital interest in sharing yours or your child's personal information, such as medical details should the emergency services require them
- If there is a legitimate interest in sharing yours or your child's personal information

All third-party service providers we work with are required to comply with all GDPR legislation, and we will periodically confirm that this is the case.

Data security

We have put in place appropriate security measures to prevent yours and your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to yours and your child's personal information to those employees, agents, contractors and other third parties who have a legal obligation, contractual obligation, vital interest or legitimate interest.

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.

Data retention

We will usually retain yours and your child's personal information until you terminate your contract with us. We have legal and contractual obligations to retain some personal information for a period after you terminate your contract with us, such as accident records which will be kept until your child is aged 21 years and 3 months old. We will securely

destroy yours and your child's personal information as soon as our obligation to retain yours and your child's personal data ceases.

Rights of access, correction, erasure, and restriction

Under certain circumstances, by law you have the right to:

- Request access to yours and your child's personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and your child and to check that we are lawfully processing it
- Request correction of the personal information that we hold about you and your child. This enables you to have any incomplete or inaccurate information we hold about you corrected
- Request erasure of yours and your child's personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove yours and your child's personal information where you have exercised your right to object to processing (see below)
- Object to processing of yours and your child's personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground
- Request the restriction of processing of yours and your child's personal information. This enables you to ask us to suspend the processing of personal information about you and your child, for example if you want us to establish its accuracy or the reason for processing it
- Request the transfer of yours and your child's personal information to another party

If you want to review, verify, correct or request erasure of yours and your child's personal information, object to the processing of yours and your child's personal data, or request that we transfer a copy of yours and your child's personal information to another party, please contact the Business and Operations Manager in writing.

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.

Consent

If we wish to collect or use your data where we do not have a legal obligation, contractual obligation, vital interest or legitimate interest, we will ask for your consent to do so. We will seek consent from you by asking you to positively opt-in to us collecting and using your data in this way and will explain clearly why we are doing this and how we will use this information.

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