**Dandelion Day Nursery and Kids Club Privacy Notice**

**Who processes your information?**

Dandelion Day Nursery and Kids Club is the data controller of the personal information that you provide to us. This means that the Dandelion Day Nursery and Kids Club determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires Dandelion Day Nursery and Kids Club to share your data. Where we outsource data to a third party processor, the same data protection standards that Dandelion Day Nursery and Kids Club uphold are imposed on the processor.

**Why do we collect and use your information?**

Dandelion Day Nursery and Kids Club holds the legal right to collect and use personal data relating to children and their families, we may also receive information regarding them from their previous provider or Local Authority.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

* The Statutory Framework of the Early Years Foundation Stage 2017.
* Working to Safeguard Children 2015.
* SEND.
* Early Years Entitlement.

The personal data of children and their families is collected and used for the following reasons:

* To contact you in the case of an emergency.
* To support learning/development.
* To claim and use statutory funding entitlements.
* To monitor and report on progress.
* To provide appropriate pastoral care.
* To assess the quality of our service.
* To comply with the law regarding data sharing.
* To safeguard children.

**Which data is collected?**

The categories of information that Dandelion Day Nursery and Kids Club collects, holds and shares include the following:

* Personal information – e.g. contact details, date of birth.
* Characteristics – e.g. ethnicity, language, nationality.
* Attendance and booking information – e.g. days and times attended, number of absences and reasons for absences.
* Relevant medical information.
* Assessment information – children’s interests and developmental progress.
* Who has parental responsibility?
* Information relating to SEND.
* Funding information.

Whilst the majority of the information that you provide to the nursery is mandatory some is provided on a voluntary basis. When collecting data, the nursery will inform you on whether you are required to provide this data or if your consent is needed. Where consent is required, the nursery will provide you with specific and explicit information with regards to the reasons that the data is being collected and how the data will be used.

**Where do we get the information from?**

Dandelion Day Nursery and Kids Club will gather the information from parents/carers when the child is registered with the nursery. We may receive information from other childcare providers if consent has been given by the person who holds parental responsibility or, in some cases, without consent where we are legally required to do so by law.

**Will my information be shared?**

In order to deliver childcare services Dandelion Day Nursery and Kids Club will share your data as required to the following receipients:

We routinely share information with:

* Early Years and Childcare Support
* Ofsted
* EyLog
* Teachers to Parents (mobile phone number only)
* Banking services to process payments e.g. wages.
* Funding eligibility checker/hub.
* The future settings/school your child will be attending.

We will also share your data with third parties if:

* We are legally required to do so by law.
* To protect your children and other children.
* To protect our rights and the rights of others.
* Transfer ownership of the setting

**How long is your data stored for?**

In accordance with the GDPR, Dandelion Day Nursery and Kids Club does not store personal data indefinitely ; data is only stored for as long as is necessary to complete the task for which it was originally collected.

However, some information such as accident, incident and safeguarding documents along with the relevant registers have to be kept for a number of years following your child leaving the setting. These documents will be archived and kept securely until such time that we can legally dispose of them.

**How do we keep your data safe?**

Dandelion Day Nursery and Kids Club prevent unauthorised access to your data and prevents it from being lost, accidentally destroyed, misused or disclosed by:

* Keeping all confidential information in a locked fling cabinet and limiting access.
* Password protected IT systems and computer drives with limited access.
* Staff to be aware of their data protection responsibilities.
* Policies and procedures that outline safe working practices that follow the data protection regulations.

**What are your rights?**

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

* Be informed about how Dandelion Day Nursery and Kids Club use your personal data.
* Request access to the personal data that Dandelion Day Nursery and Kids Club holds.
* Request that your personal data is amended if it is inaccurate or incomplete.
* Request that your personal data is erased when there is no compelling reason for its continued processing.
* Request that the processing of your data is restricted.
* Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

**How to make a complaint**

If you have a concern about the way that Dandelion Day Nursery and Kids Club is collecting or using your personal data you can raise a concern with the Information Commissioner’s Office (ICO). The ICO can be contacted on 0303 123 1113, Monday - Friday 9am – 5pm.