

# Daffodils Outdoor Nursery

**IN LINE WITH THE GDPR GUIDELINES AS OF 25TH MAY 2018, DAFFODILS OUTDOOR NURSERY LIMITED IS COMMITTED TO PROTECTING YOUR DATA. IF YOU HAVE ANY QUERIES ABOUT DATA PROTECTION AT DAFFODILS OUTDOOR NURSERY, PLEASE CONTACT US AT [INFO@DAFFODILSOUTDOORNURSERY.CO.UK](mailto:INFO@DAFFODILSOUTDOORNURSERY.CO.UK)**

The dedicated ICO (Information Commissioner's Office) GDPR helpline for any queries regarding breaches of data is 0303 123 1113

Please see our privacy policy below for more information about how we protect your data.

## **PRIVACY POLICY FOR PARENTS**

***DATE CREATED: MARCH 2020***

Daffodils Outdoor Nursery is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time so we also ask you to check it occasionally to make sure you are aware of the latest version.

### **HOW WE COMPLY WITH THE DATA PROTECTION ACT OF 1998 AND 2018 TO BE EFFECTIVE FROM 25TH MAY 2018**

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc.) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

### **HOW WE COLLECT INFORMATION ABOUT YOU**

When you send your children to Daffodils Outdoor Nursery, we receive information about you and any children who attend our nurseries in a number of different ways.

You may give us the information when you:

- Apply for, or we offer you, a place at Daffodils Outdoor Nursery
- Apply for, or we offer you, a funded place
- Apply for holiday club with us
- When you sign up to any of our waiting lists
- When you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).
- We may receive it from another organisation, for example, should we be required to work with the local council.

## HOW WE USE YOUR PERSONAL INFORMATION

We use information that we have about you and your children for the running of Daffodils Outdoor Nursery and to comply with our Ofsted requirements. These generally fall into the following areas.

**1. Administration** – This applies to past, current and potential future children and their parents / guardians.

We use this information for the provision of childcare.

The types of personal information we collect and use include:

- The personal details of your child;
- Personal details of parents;
- The payment of fees due;
- Details of the child's Family (so we can contact you in case of an emergency)
- Medical information (so we can cater for any special needs)
- Ethnic background of your child (this is collected by the local council as part of the process to obtain Nursery Education Funding for your child). This may also be used if Daffodils Outdoor Nursery applies for grants and funding.
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**2. Provision of Education** – This applies to past, current and potential future children and their parents / guardians.

We use this information to ensure that your child's development needs are catered for.

The types of information we collect and use include:

- Ongoing progress and development records
- Photographs/video footage
- Accident records
- Medical records
- Attendance records
- Safeguarding/child protection logs
- Your date of birth and national insurance number (for funding purposes)
- Birth certificate or passport number including date of issue (for funding purposes)

**3. Keeping you informed** – This applies to current, past and potential future children and their parents / guardians.

We use this information to keep you updated about events at Daffodils Outdoor Nursery e.g. to let you know about news, events and changes to schedules.

The types of information we collect and use include:

- Email address. So we can email you updates and newsletters and communicate with you for our nursery app 'Family'.
- Mobile phone numbers-So we can text you any emergency updates

#### **DATA RETENTION-HOW LONG WE KEEP YOUR INFORMATION FOR:**

We will hold information about you and your child only for as long as the law says and no longer than necessary. After this, we will dispose of it securely.

This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

#### **WHO WE SHARE YOUR INFORMATION WITH:**

Generally, we only use your information within Daffodils Outdoor Nursery. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- If you choose to pay for your child's care using vouchers (e.g. Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator, so they can identify you and make the appropriate payments to Daffodils Outdoor Nursery on your behalf.
- If your child is entitled to Nursery Education Funding, we are required to share your personal details with the local council authority in order to identify your child and prove entitlement to funding.
- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.
- Where we have a safeguarding concern, we may pass you and/or your child's information on to relevant professionals
- To contact you when we want to inform you about events at Daffodils Outdoor Nursery

#### **WHERE WE STORE PERSONAL DATA:**

We use third party data processors, these are secure online systems and any personal information shared with us is stored securely for necessary use by Daffodils Outdoor Nursery.

The following systems are in use and their privacy statements and policies can be found below.

- **Dropbox:** An online cloud-based storage system, is used for necessary data storage including personal information when relevant. Dropbox [terms of service](#) statement: *“When you use our Services, you provide us with things like your files, content, messages, contacts and so on (“Your Stuff”). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services.”* Dropbox privacy policy can be found [here](#).
- **Google drive:** Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google Drive [terms of service](#) state, "You retain ownership of any intellectual property rights that you hold in that content. In short, what belongs to you stays yours." Google privacy policy can be found [here](#).
- **Database:** We use a system called **Famly** to store and manage our enrolled families personal data. Famly’s Privacy Policy can be found [here](#).

## WHERE WE PROCESS PERSONAL INFORMATION

As we use third party storage systems (detailed above), personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

## OUR COMMITMENT TO YOU

We will process your personal information in line with the Data Protection Act. This means that we will:

- Only collect and hold information about you which we need for some reason;
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- Destroy your personal information in a secure way once we no longer need it.

## YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Daffodils Outdoor Nursery. If you would like a copy of your personal information, you should contact us on [info@daffodilsootdoornursery.co.uk](mailto:info@daffodilsootdoornursery.co.uk)