

10.15 Privacy notice

Harlequin Montessori's Privacy Notice

Harlequin Montessori Nursery, School Road, Billericay, Essex CM12 9LH

Ann Arber - Principal

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours funded childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours funded childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- Parentmail (see attached)
- the Local Authority (where you claim up to 30 hours funded childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Keeping paper copies in a locked cabinet
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How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data


You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how [I/we] handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

This policy was adopted by	Harlequin Montessori	<i>(name of provider)</i>
On	25 June 2018	<i>(date)</i>
Date to be reviewed	25 June 2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Joanne Williams	
Role of signatory (e.g. chair, director or owner)	Director	

PARENTMAIL INFORMATION SHARING

Privacy Notice – GDPR (2018)

Early Years Settings - Harlequin Montessori Nursery

We are the Data Controller for the purposes of GDPR (2018). We collect information about your child and use this personal data as follows:

Harlequin Montessori Nursery use Parent Mail to accept payments, communicate newsletters, updates, topics, important dates, emergency closures, questionnaires etc.

To enable you to register your parent mail account the following data is required your child's name, date of birth, gender, year group, registration group, your name, email address, mobile phone number and home address.

If you require more information about how Parent Mail store and use this data please go to the following website:

<https://www.parentmail.co.uk/privacy-policy>

If you are unable to access this website, paper copies of this information can be obtained from the early years setting (**Ros Smith, Administration Manager Harlequin Montessori Nursery**)

I have read and understood parent mail data protection and privacy policy and I agree for Harlequin Montessori Nursery to use the above data to enable me to register with parent mail.

Signed.....

Print Name.....Date.....

I do not agree for Harlequin Montessori Nursery to use the above data and do not wish to register with Parent Mail.

Signed.....

Print Name.....Date.....

Privacy Notice – GDPR (2018)

Early Years Settings - Harlequin Montessori Nursery

We are the Data Controller for the purposes of GDPR (2018). We collect information about your child and use this personal data to:

- support your child's development
- monitor and report on your child's progress
- ensure that this setting receives the statutory funding which it is eligible for. We are required by law to pass some information to Essex County Council as the Local Authority (LA) and the Department for Education (DfE) through the Free Early Education Entitlement headcount and annual Early Years Census. This information includes your child's name, date of birth, home address, the number of Free Entitlement hours you are accessing for your child, and personal characteristics such as ethnic group and whether your child has special educational needs.

If you want to see a copy of the information we hold and share about you then please contact **Ros Smith**

If you require more information about how the LA and DfE store and use this data please go to the following website:

www.essex.gov.uk/FEEE

(see paragraph headed 'Early Years census and personal data').

If you are unable to access this website, paper copies of this information can be obtained from the early years setting **Ros Smith, Administration Manager Harlequin Montessori Nursery**