

# George Perkins Day Nursery Ltd

## Privacy Notice      Parents

### Introduction

This notice is to help parents understand **how** and **why** we collect your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information. We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this notice please talk to Jane Finnimore.

### What is "personal information"?

Personal information is information that the Nursery collects about your child. This includes information such as their date of birth and address as well as things like progress reports, medical details and behaviour records. The Nursery may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

### How and why does the Nursery collect personal information?

The admissions forms which you complete give us lots of personal information. We get information from your child, you and other carers and other agencies. Your child's old Nursery also gives us information about your child if appropriate.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help the Nursery run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends the Nursery or let them know if we have any concerns about your child's welfare.
- Depending on where your child will go when they leave us we provide their information to the school of your choice. For example, we may share information about your child's progress reports. We may need to pass on information which they need to look after your child.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at Nursery or if there is a burglary.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may use photographs or videos of your child for the Nursery's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the Nursery. We may continue to use these photographs and videos after your child has left the Nursery.
- Sometimes we use photographs and videos for teaching purposes, for example, to record your child's interests or progress.
- If you have any concerns about the use of photographs and videos please speak to your child's key carer.
- We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their Nursery time.

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We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

### What do we do with your personal information?

Jane Finnimore is the person responsible at our Nursery for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your child's information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

In exceptional circumstances we may keep your child's information for a longer time than usual or share it more widely than we would normally.

Your information is kept in a locked filing cabinet in the office and in the cloud with Tapestry and Parenta. We use Tapestry for observations, tracking and communicating with parents.

For nursery management we use Parenta's Abacus system, this will include children and parents personal data. These companies have their own Privacy Notice and systems in place to keep the information secure. All our computers that access your information are password protected.

### What decisions can you make about your information?

- If information is incorrect you can ask us to correct it.
- If you would like us to change or update the information we hold about your child please speak to a member of the management. You can also ask what information we hold about your child.
- If you would prefer that we keep certain information confidential then please speak to Jane Finnimore.

### Further information and guidance

This notice is to explain how we look after personal information.

If you have any questions you can ask Jane Finnimore about how it works in our Nursery.

We would like to send you information about nursery, such as newsletters, notifications or invitations to events. Please tick the box to indicate if and how you are happy for us to contact you.

Post       Email       Phone/Text       I do not wish to receive information

Signed .....

Parent/s of .....