

Birdwood Nursery Privacy Policy

Our contact details

Name:	Joanne Berger
Address:	St Marks Church Hall, Allenby Road, Maidenhead, SL6 5BQ
Phone Number:	07985285477
E-mail:	admin@birdwoodnursery.co.uk

The type of personal information we collect

We collect personal information including, but not limited to the following:

- To have information on the child to allow us to care for them safely and effectively
- To allow us to enhance the education of the child and monitor their progress
- To hold details of parents and emergency contacts to contact if required
- To claim the Early Years Education Funding from the Local Authorities
- To share with OFSTED and Local Authorities so they are able to monitor the nursery's care, education, and safeguarding
- To use photographs and names of children around the nurseries to evidence learning and the activities happening in the nursery
- To use photos on our website and social media for marketing purposes (separate consent is obtained for this)
- To hold information regarding SEN children to allow us to provide for any additional needs
- In the absence of a parent/carer in the event of a medical emergency
- Food and Dietary provision
- Day to day operational requirements within the nursery.

The types of personal data processed by the setting

This will include by way of example:

- Names, addresses, telephone numbers, email address, and other contact details for child, parent/carer, and emergency contacts
- Children's medical and dietary information
- Parents' details of those who pay by childcare vouchers and the tax-free childcare payment system
- Children's learning journals and tracking information
- Parents' details to claim the Early Years Education Funding
- Children's attendance records
- Photos of children
- Children's names to be used throughout the nursery such as on pegs and display boards
- Details of any accidents a child has had whilst in nursery care, or accidents they have had outside of nursery that could impact their child whilst at nursery
- Emailing of invoices and correspondence
- Texting of messages via our text messaging service.

How the data is collected

In most instances the child's data is initially provided by the parent/carer when they register their child at the setting. Further information is then obtained before the child starts with us.

Parents are asked to provide us with any updates to this data on a regular basis and to validate the information we hold on them and their child at least annually.

In some cases, personal data may be supplied by third parties (for example another nursery school, or other professionals or authorities working with that child or family).

Who has access to the data and who do we share it with?

Staff within the nursery who are providing care for the children will have access to the information provided by parents/carers concerning their child.

Occasionally, the nursery will need to share personal information relating to its children with:

- Schools
- Other nursery settings
- Local Authorities
- Medical professionals
- OFSTED
- Hospitals and Doctors surgeries
- Legal/Courts & Bailiffs.

How long we keep personal data

The nursery will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

- | | | |
|----------------------------------|---|---------------------------------|
| • Safeguarding records | – | Until the child is 25 years old |
| • Accident and Incident Forms | – | 22 years |
| • RIDDOR forms | – | 22 years |
| • Early Years Education Forms | – | 7 years |
| • Complaints Records | – | 3 years |
| • Children's registration forms | – | 2 years from leave date |
| • Medicine forms | – | 2 years from leave date |
| • Allergy forms | – | 2 years from leave date |
| • Children's registers | – | 2 years |
| • New parent enquiry information | – | 1 year |

If you have any specific queries about our data retention or wish to request that personal data you no longer believe to be relevant is considered for erasure, please contact the Data Protection Officer. Please bear in mind that the nursery will often have lawful and necessary reasons to hold on to some personal data even following such a request.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@birdwoodnursery.co.uk, tel: 07895285477 or address: St Marks Church Hall, Allenby Road, Maidenhead, SL6 5BQ, if you wish to make a request.

Rights of Access

Individuals have various rights under Data Protection Law to access and understand personal data about them and their child held by the Company, and in some cases ask for it to be erased or amended or have it transferred to others.

Any individual wishing to access or amend their or their child's personal data or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Data Protection Officer.

The Data Protection Officer will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

Our Terms and Conditions and Privacy Notice together with our Policies and Procedures document represent the entire agreement and understanding between the parents and the nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update this Notice at anytime.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: Jo Berger, Nursery Manager, Birdwood Nursery, St Marks Church Hall, Allenby Road, Maidenhead, SL6 5BQ.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>