PRIVACY NOTICE

This Privacy Notice is written by (Katarzyna Ziemba), owner of Little Stars N16 Limited, 68 Allen Road, N16 8RZ, 02072544367.

As a child care provider, We are required to keep personal data for each child as set out by the Early Years Foundation Stage. This is for both contractual reasons and also for Emergency reasons. We are required to inform you of how we both process and store personal data in my setting.

Information We Collect

In our setting, We use digital and paper to store our data; both are kept securely and away from children and visitors. Baby's Days is a secure system; parents can only access their children's data.

As a child care provider, no unauthorised persons have access to these records and any visitors to my setting sign in and will never be left alone with any confidential information.

How We Use Your Data

Sometimes we may need to share information with other settings to ensure your child gets the best possible and consistent care. We may also need to share information with the local authority relating to funding.

Major safeguarding concerns will be the only occasion. We may need to share information without permission. Please see our safeguarding policy for further information. We mostly use the data to enter into a legally binding contract with each family and also to use in an emergency.

The ICO covers us for using our mobile phone to make contact with you, store your numbers, and take photos of your child. Photos are deleted as soon as possible, always within the same day as they were taken. Our phone is pin protected.

Once a child leaves our setting, the only data. We will keep the ones required by law; You will take some data away, and anything else non-statutory can be destroyed at your request.

As a child care provider, We must adhere to the Lawfulness of Processing Data; in short, any data I need from you must fall into one of the following categories.

1. Consent of the data subject.

2. Processing is necessary to perform a contract with the data subject.

3. Processing is necessary for compliance with a legal obligation.

4. Processing is necessary to protect the vital interests of the data subject.

5. Processing is necessary for the public interest, or the controller has official authority.

6. Processing is necessary for legitimate interests pursued by the controller or a third party.

The data We are required by law to hold for each child is as follows:

* Child's Name.
* Child's DOB.
* Child's Address and Contact Details.
* Copy of child's Birth Certificate
* Parent Addresses (if different) and Contact Details, including phone number.
* Parental Responsibility.
* Legal contact.
* Emergency Contact Details.
* Allergies / dietary requirements information.
* Any other special requirements/needs/medical history details?
* Names of people who can collect your child if not yourselves.
* Doctor's Name and address, and contact number.

As such, the above can be collected in compliance with the principles above; We need this data to put a contract together to make it legally binding and to abide by our OFSTED registration requirements. Therefore the data will be necessary under Points 3 and 4 at the very least.

Disclosure

Your information is secure and held only by the nursery unless We are required to share it with a third party such as another child care setting, NEF claims, health visitor, safeguarding complaint, or Doctors in the event of an emergency. Please refer to our policies and permissions for further information.

Retention of Data

When you leave our setting, you are entitled to take all data relating to your child's progress. We are required by law to hold onto some data for a long time, so We cannot destroy these or pass them over to you. Please ask if you would like further information on the retention timescales. You have the right to request any additional data We may hold is either handed over to you or destroyed at your request.

Your Rights

Right to access.

Right to rectification.

Right to erasure.

Right to restriction of the processing.

Right to objection.

Right to data portability.

Right to complain with the Supervisory Authority.