

## **Privacy Statement: Little Stars Day Nursery**

### **Why do we collect personal information?**

The Grimsby Institute Group, of which Little Stars Day Nursery is part of, collects and processes personal data relating to its children and parents to effectively manage learning and development and to meet its statutory obligations. The Group is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

### **What personal information does the organisation collect?**

1. We collect personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet our legal obligations. They are also necessary in order for us to carry out our public task to provide education and training. All data collected and processed will be held for as long as we are legally required to do so, currently until at least 31<sup>st</sup> July 2037.
2. We collect emergency contacts GDPR Article 6d (Vital Interests).
3. We collect parent/carer details under GDPR Article 6e (Public Task) in order to support our duty to support the education, learning and care needs as fully as possible.
4. We collect doctors and health visitor's information.
5. We use CCTV for the security and safety of students, staff and visitors.
6. Where the personal data you provide requires explicit consent we will provide you with information with regards to the reasons the data is being collected and how the data will be used.
7. The statutory bodies whom we collect information on behalf of are the Local Authority for funding purposes, census information and Ofsted.

### **How is this collected and stored?**

Most of the information is collected directly from yourself via an application or form. Data will be stored in a range of different places, including 'Childsplay Manager' system, on paper in stored secure places, or on electronic documents within a secure network.

Data will be held as long as is necessary to fulfil our duty as a Nursery and FE College. All data collected and processed will be held for as long as we are legally required to do so, currently until at least 31<sup>st</sup> July 2037.

If your application form is not processed, it will be held for 3 months from the date the application form is signed at which point it will be deleted.

### **Who has access to data?**

Your information will be shared internally, including with any Nursery and Group staff who need the data to provide services to your child or you as a family.

Where the Group engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. For full information regarding the Group GDPR policies please visit <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php> or speak to a member of staff

### **What rights do you have?**

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Nursery will only use “legitimate interests” as grounds for processing in a very few situations.

### **Your commitment – I understand:**

- Little Stars Day Nursery has a legal interest to collect and process my personal data in order to meet its statutory requirements
- How my personal data is used
- That my personal data may be shared with the relevant Local Authority and DfE
- My personal data will not be shared with non statutory third parties without my knowledge
- Explicit consent will be asked for when it is required and I must provide consent if agree to the data being processed.
- I am aware of Little Stars Day Nursery fees and charging policy - I understand that if I have declared false information in regards to fee payment or circumstances which effects funding eligibility, the Group may take action against me to reclaim the Nursery fees and any support costs provided, this will include sharing your accounts information with debt recovery organisations.
- I understand that should the source of funding that I have indicated on this form not pay my fees then I will be responsible in full for the total outstanding debt.
- I understand that my details are shared with the Local Authority through the Local Authority Funding Portal in relation to funding and that we have an eligibility checking system for such funding.

**Please sign to accept your commitment and return to nursery your form by Friday 8<sup>th</sup> June 2018.**

**Parent's Name:**

**Name of Child:**

**Signature:**

**Date:**

