



Privacy Notice Roundabout Nursery, Plymouth

Here at Roundabout Nursery we take your privacy seriously and we will only use your personal information (and that of your child/ren) to:

- support your child's teaching and learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess how well we are doing
- comply with the law regarding data sharing
- manage your account with regards to invoices and funded provision

The information that we collect, share & hold about you and your child/ren includes;

- Contact Details
- Record of achievements
- Attendance Information
- Personal Characteristics (Such as your ethnic group)
- Any Special Educational Needs Information
- Relevant medical information

Whilst the majority of children's information you provide to us falls under the lawful basis of 'Legal obligation' some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us, or if you have a choice when information is requested from you.

We store your data in the following ways:

- Paper records in a locked cabinet on site
- Saved locally on password protected computers accessed by authorised personnel only
- Learning Book – online Learning Journeys
- Kindersoft – our database / invoicing software
- Relevant information is held in your child's room

All information is stored with regard to our retention guidelines a copy of which can be found in our Data Protection Policy

We do not share yours, or your children's information with commercial parties, outside of our organisation without your consent. However, we are required to and do routinely share children's information with

- Schools & settings that the children attend after leaving us
- The local authority
- Local social care and safeguarding agencies
- HMRC
- The Department for Education (DfE)

Consent, where required, for information sharing purposes is gathered as part of the induction process to our setting.

From time to time we will need to contact you via phone, email or letter, to provide you with updates, share relevant news and send you your childcare bill. We will obtain your consent for this during the induction process.



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Requesting access to your personal data and the right to erasure

Under GDPR, parents and children have the right to request access to the information that we hold about them. To make a request for your personal information, or to be given access to your child's educational record, please contact Lisa Traynor, nursery administrator on 229563 or lisa@plymouthchristiancentre.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- have inaccurate personal data rectified
- in certain circumstances, have personal information, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

Breach Notification

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, or contact our data controller directly.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Lisa Traynor

Legal basis of data collection, storage and processing

We collect, store & use your children's information under the following lawful basis:

- 1) Consent of the individual so that we can keep you informed about news, events and activities*
- 2) Where storing and processing is necessary for carrying out legal obligations such as safeguarding and financial regulations*
- 3) Where you have a legitimate interest and expect us to gather, store and process information as part of our service to you. For example information on your child's progress and development.*

Elim Foursquare Gospel Alliance (REGISTERED CHARITY 251549 (ENGLAND & WALES) SC037754 (SCOTLAND)) as the registered provider (RP520159) of **Roundabout Nursery** are the data controllers for the purposes of the General Data Protection Regulations (GDPR), which replaces the Data Protection Act 1998. **Roundabout Nursery** act as data processors on behalf of Elim Foursquare Gospel Alliance. EFGA ICO registration number: Z5192422.

This policy was written on: **8th May 2018**

It will be reviewed: **March 2019**

Signed.....



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