



PRIVACY NOTICE LEICESTER COLLEGE DAY NURSERY

The **UK General Data Protection Regulation (GDPR)** is a legal framework that sets guidelines for the collection and processing of personal information of individuals.

Leicester College Day Nursery, Freeman's Park Campus, 145 Welford Road, Leicester LE2 7LW

Leicester College, 145 Welford Road Leicester LE2 7LW
Leicester College Data Protection Officer – Louise Hazel email dpo@leicestercollege.ac.uk

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details.
- Student parents only –
 - Course Name
 - Tutor
 - Department
 - College Identification Number
 - Placement names and addresses.

This information will be collected from you directly in the registration form.

If we apply for additional funding such as Pupil Premium, 2 Year FEEE (Free Early Years Education Entitlement,) Element Three Funding(for children with Special Educational Needs or DAF (Disability Access Funding) information we collect will include:

- National Insurance Number
- Parent's Date of Birth
- Information relevant to Disability Allowances
- Information relevant to funding to support children with Special Educational Needs.

If you apply for up to 30 hours free childcare or Care To Learn Funding, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our nursery
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service.

With your consent, we will also record your child's activities for their individual learning record. This includes photographs and videos. At our nursery we use an online programme for recording children's learning and development, called Tapestry which is a secure application with its own web address, as well as full viewing and editing controls. You will be asked to opt in by signing your consent and will have the opportunity to withdraw your consent at any time, for images taken, by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- Leicester College Finance Department who share with banking services to process direct debit payments or the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)

- our nursery's software management provider
- the school that your child will be attending
- Early Years Support teams, Area SENCO, Health Services or other professionals involved with your child to ensure appropriate support is offered in the nursery.

We will also share your data if:

- We are legally required to do so, for example, by law or by a court or insurance companies acting on your, or the College's behalf, HMRC, other government agencies.
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example, by sharing information with social services or the police;
- it is necessary to protect our or others' rights, property or safety.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by holding information on:

College data management systems
Secure software systems
Secure, locked filing systems.

How long do we retain your data?

We retain your personal data in accordance with the Leicester College document retention policy. Your child's learning and development records are maintained by us and given to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

The General Data Protection Regulation (GDPR) grants you the right to access particular personal data that we hold about you.

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing
- request that we transfer your, and your child's personal data to another person
- obtain from us, without undue delay, the rectification of inaccurate personal data we hold concerning you. Taking into account the purposes of the processing, you have the right

to have incomplete personal data completed, including by means of providing a supplementary statement. to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller, without hindrance from us.

- to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling; unless this relates to processing that is necessary for the performance of a task carried out in the public interest or an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of you or for the establishment exercise or defence of legal claims.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact the nursery manager or Leicester College Data Protection Officer at Leicester College, Freeman's Park Campus, Welford Road, Leicester, LE2 7LW or email dpo@leicestercollege.ac.uk.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. This is to ensure we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this notice. You will be notified of any changes where appropriate.

August 2023