

## Privacy notice



### Fleur de Lys Nursery and Pre School Privacy Notice

Fleur de Lys Nursery and Pre School

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Data protection officer is:

Elizabeth Letherby

### Definitions

When seeing the below in the privacy notice

**Fleur de Lys** – All ownership, management and employees of Fleur de Lys Nursery and Preschool.

**Members of staff** – All persons detailed above and including; Volunteers, short/long term students and apprentices

### Introduction

Fleur de Lys is 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 Fleur de Lys will collect, and why Fleur de Lys will collect it and how fleur de Lys will use it and how fleur de Lys will protect it.

### What personal data do we collect?

Fleur de Lys will 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 details, development needs, and any special educational needs including EHCP's, SEN action plans.

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

Fleur de Lys 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, date of birth, home/mobile phone numbers, e mail, religion, nationality and emergency contact details, and description of family structure details

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

If you apply for up to 30 hours free childcare, Fleur de Lys will also collect:

- your national insurance number, your birthdates 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**

Fleur de Lys will 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 setting
- 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 the Fleur de Lys service via newsletter, phone, text, email or post.

With your consent, Fleur de Lys will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

Fleur de Lys have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare see safeguarding policy. Fleur de Lys 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 Fleur de Lys to deliver childcare services Fleur de Lys will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service

- the Local Authority (where you claim up to 30 hours free childcare).
- the government's eligibility checker (as above)
- our insurance underwriter.
- our setting software management provider.
- the school that your child will be attending

Fleur de Lys will also share your data if:

- Fleur de Lys are legally required to do so, for example, by law, by a court or the Charity Commission;
- 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 care or the police;
- it is necessary to protect our or others rights, property or safety
- Fleur de Lys transfer the ownership of the setting, in which case Fleur de Lys will disclose your personal data to the buyer, only on successful completion of purchase, so they may continue the service in the same way. Thereafter Fleur de Lys take no responsibility for the personal data.

**Fleur de Lys will never share your data with any other organisation to use for their own purposes.**

### **How do Fleur de Lys protect your data?**

Fleur de Lys protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All data will be stored in a locked filing cabinet in the office.

### **How long do Fleur de Lys retain your data?**

Fleur de Lys will retain your child's personal data for up to 3 years after your child no longer uses Fleur de Lys setting, or until Fleur de Lys next Ofsted inspection after your child leaves Fleur de Lys setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by Fleur de Lys and handed 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**

Fleur de Lys do not make any decisions about your child based solely on automated decision-making. Or explain details if this is the case.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct 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; and
- request that we transfer your, and your child's personal data to another person

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 Fleur de Lys handle your data please contact Fleur de Lys. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with Fleur de Lys 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/](http://ico.org.uk/)

**Changes to this notice**

Fleur de Lys will keep this notice under regular review. You will be notified of any changes where appropriate.

.....Elizabeth, Claire Letherby.....Owner/manager/deputy manager

Date – September 2019

Review Date – September 2020