

## Snowy's Nursery and Pre-school Privacy Notice

Version Date: March 2023  
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### Our contact details

Name: Snowy's Nursery and Pre-school  
Address: 2 Braydeston Avenue, Brundall NR13 5JX  
Phone Number: 01603 211445  
E-mail: office@snowys.org  
Website: www.snowys.org

### The type of personal information we collect

We currently collect and process 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 full name, date of birth, address, health and medical needs, developmental needs, any special educational needs, ethnicity, funding eligibility, EYPP eligibility, ethnicity, and whether your child speaks English as an additional language (EAL)
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals
- We will 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 full name, home and work address, phone numbers, email address, emergency contact details and family details
- This information will be collected from you directly in the registration form, and subsequently via updates you provide as and when your details change
- If you are in receipt of 2-year funding or apply for up to 30 hours free childcare, we will also collect:
  - your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also be required to collect information regarding benefits and family credits that you are in receipt of
- We collect information about visitors to the setting, including name, organisation and the date, time and reason for visit

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

We will also record your child's activities for their individual learning record. This may include photographs and videos, with your consent. You will have the opportunity to withdraw your consent for images, at any time, 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.

We collect information about visitors to the site so that we have an accurate record of people who have visited the site and so we know who is onsite at any time, in case the site needs to be evacuated because of a fire or other emergency and for safeguarding purposes.

### **Who We Share Your Data With**

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

- Ofsted – if required to during an inspection or following a complaint about our service
- The Local Authority (where your child receives funded childcare)
- The government's eligibility checker (where you are eligible for 2-year funded childcare or you apply for up to 30 hours free childcare)
- Our insurance underwriter (if applicable)
- Tapestry, online learning journal used to record and analyse the progress of your child
- The school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or by 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 if we believed a child was at risk of significant harm
- It is necessary to protect our or others' rights, property or safety
- If your child tests positive to Covid-19, we will share your data with the test and trace service, Public Health service and Ofsted

We may share data with your consent:

- By means of newsletters, via our Facebook page or through other publications
- Through photos displayed at Snowy's, on our website, via our Facebook page or through other publications

**We will never share your data with any other organisation or third party to use for their own purposes.**

### **How we store your personal information**

Your information is securely stored. Access to information is conducted on a strictly need to know basis. Information is held securely and confidentially. Information is retained in line with our Data Protection Policy before being securely disposed of/deleted from electronic systems.

- We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and with the exception of the two year integrated review and transition document (which you will already have a copy of) are handed back to you when your child leaves

- Transition documents for school are shared with the school that your child will be attending.
- 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.
- Visitor records are kept for 6 years.

### Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information and request access to the data we hold about you/your child
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances, object to processing of personal data that is likely to cause, or is causing, damage or distress
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete and in certain circumstances, have inaccurate personal data rectified, erased or destroyed
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances request that we transfer your, and your child's personal data to another person

Please contact us at [office@snowys.org](mailto:office@snowys.org) or 01603 211445 if you wish to make a request.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Snowy's Nursery and Pre-school, 2 Braydeston Avenue, Brundall NR13 5JX.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: [www.ico.org.uk](http://www.ico.org.uk)